



## Job Title: Finance Assistant

Clyde Gateway is Scotland's largest and most ambitious urban regeneration company. We have a fantastic opportunity to join a multi-award-winning team in Glasgow creating great places where people want to live and work.

As a Finance Assistant, you will get to use your skills and experience to support the social, economic, and place transformation of Clyde Gateway. You can be part of our legacy as this is a permanent, full-time position (35 hours per week) with a salary range of £28,380 - £34,159 per annum depending on experience. The successful candidate will enjoy a flexible working environment, performance-related pay progression, generous annual leave, and an attractive defined benefit pension scheme.

### **Post Overview:**

The post holder will work as part of finance team undertaking a range of tasks necessary for the effective financial performance of the company.

You'll be organised, flexible, willing to undertake a range of tasks, and comfortable engaging with internal and external stakeholders. You'll take an active role to develop policy and practice helping to solve problems and ensuring Clyde Gateway maintains high standards of corporate governance and accountability.

### **Key Tasks:**

The post holder will support a wide range of finance activities and will work in an exciting and fast past environment.

- Preparation of supplier weekly payment runs for approval by Head / Senior Manager - Finance
- Process payment runs using RBS Bankline
- Processing and logging invoices
- Liaison with project staff to ensure appropriate back up for all invoices to be paid
- Bank account reconciliations
- Intercompany reconciliations
- Resolution of purchase ledger queries and escalating to Head / Senior Manager – Finance where relevant
- Review of project cost expenditure for accuracy and adherence to project budgets
- Support preparation of grant claims to key funders
- Assisting in the preparation of year end financial statements, including year end audit schedules and working with external auditors
- Provision of financial information to support internal audit process
- Maintaining and updating control accounts
- Ad hoc finance related tasks



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### Person Specification:

The post holder will have experience in a busy finance environment ideally in the public private, or not-for-profit sectors.

### Essential Criteria:

- A minimum of three years' experience in a similar or related role
- Qualified or part qualified ACCA/CA
- Strong organisational skills with the ability to work to and meet deadlines
- Experience of month end process and familiarity with the requirement of timely balance sheet reconciliations
- Attention to detail and ability to identify and resolve reconciliation issues
- A team player and proactively offering support to colleagues in managing workload
- Excellent knowledge of Excel Word and Outlook
- Experience of using Sage
- Excellent interpersonal and communication skills
- Highly professional individual who demonstrates pride in their work
- A self-starter with an ability to work independently

### Application process:

All applications should take the form of an e-mail, with an accompanying CV, sent to:

[finance@clydegateway.com](mailto:finance@clydegateway.com)

Closing date: Friday 19<sup>th</sup> April 2024