



**JOB DESCRIPTION**

JOB TITLE:	<b>Finance and Administration Officer</b>	
ORGANISATION	<b>Fife Historic Buildings Trust (FHBT)</b>	
LOCATION:	KINGHORN TOWN HALL, KINGHORN, FIFE	SALARY: c. £28,000 - £30,000
FIXED TERM POST:	<b>Fixed term post to 31 March 2024 – full time 36 hours per week</b>	
RESPONSIBLE TO:	<b>FHBT Manager</b>	
RESPONSIBLE FOR:	<b>Financial control and general administration of FHBT and grant claims.</b>	
PROFESSIONAL QUALIFICATIONS:	<b>HNC/HND in Accounting or equivalent - professional qualification in CCAB member body preferred</b>	

**Main Functions**

---

This is a full-time fixed term post to 31 March 2024, to support the FHBT Manager in the co-ordination, administration and control of the financial activities of FHBT. This is primarily a finance post, with some general administration support to the Trust’s activities, as required. The post will have responsibility for:

- I. working with the FHBT Manager to develop the FHBT budget and provision of monthly financial statements
- II. keeping Trust Accounts throughout the year, and compiling year-end accounts and audit file annually
- III. supporting FHBT grant applications and claims
- IV. the development, implementation and ongoing review of financial/administrative systems to ensure efficient and effective working practices.
- V. providing a range of support to the Trust Manager including general administration and financial management of all Trust activities and expenditure.

The post is based at the FHBT office in Kinghorn, with some time at FHBT properties and projects across Fife. All staff are currently home working due to the current pandemic.

---

## About FHBT

---

FHBT is a Building Preservation Trust, formed in 1997 primarily for the purpose of restoring and finding new uses for at risk historic buildings in Fife. It is a company limited by guarantee and has charitable status.

The Trust works closely with Fife Council and with partner organisations and local communities. It has a long term Collaboration Agreement with Fife Council, underpinning joint working and has a strong track record in delivering heritage regeneration projects, helping to bring approx. £40m investment to Fife's historic buildings since 1999. FHBT currently manages the Inverkeithing Heritage Regeneration Scheme on behalf of Fife Council - generously funded by the Heritage Lottery Fund and by Historic Environment Scotland. We are also currently working with Fife Employment Access Trust on their vision to restore the former flax mill at Silverburn Park; and have a project on site in Lochgelly – the creation of the Fife Regional Climbing & Bouldering Centre, at the former St Andrew's Church.

FHBT has retained some of the buildings it has previously restored and has ongoing management responsibility for a small property portfolio: three holiday lets (Kinghorn, Dysart, Cupar); a small complex of five workspace units for artists/craftspeople (Burntisland); two community rooms (Kinghorn, West Wemyss).

### Current Trust Team

FHBT Manager

Project Officer

Finance & Administration Officer [this post]

Training & Development Officer - Inverkeithing

Holiday Letting & Marketing Consultant (part time self-employed)

Holiday Let Housekeepers and Gardener (part time self-employed)

The Trust is also assisted in its work by the contributions of volunteers and the active role played by the FHBT Board of Trustees. Find out more about our work at [www.fifehistoricbuildings.org.uk](http://www.fifehistoricbuildings.org.uk) and on social media.

See organisational chart at end.

As a small organisation, the Trust relies on the good will and initiative of its staff – forming a small and dedicated team that works together to provide mutual support. As well as their core duties, all members of the team play a role in dealing with any issues that can arise at the Trust's properties. The job activities listed below are a guide to the core duties that this post will be asked to perform - other duties will always be agreed and appropriate training and / or support given.

## **Job Activities**

---

### Trust Financial Management

1. Processing payments to and from FHBT – invoices, credit card payments, direct debits, online banking, etc.
2. Liaison with Fife Council Bureau Payroll team to ensure their smooth management of FHBT payroll.

3. Liaison with NEST and any other pension scheme to ensure appropriate employer/employee pension contributions made.
4. Day-to-day bookkeeping in XERO to trial balance level – inc weekly updates of all postings and reconciliations.
5. Preparation and submission of quarterly VAT returns.
6. Day-to-day co-ordination of FHBT supplies, utility and service accounts – e.g. power, water, telecoms, service agreements, insurance, etc.
7. Working alongside the Holiday Letting & Marketing Consultant and FHBT Manager to ensure the sound financial management of Trust holiday lets and business property.
8. Regular monitoring of Trust finances and preparation of a monthly financial statement on Trust activities for the FHBT Manager; plus quarterly updates for the FHBT Board/Treasurer.
9. Working with the FHBT Manager to prepare and monitor FHBT's annual budget.
10. Working with the FHBT Manager to monitor FHBT's investments and reserves.
11. Compiling draft Trust annual accounts and preparing audit file, liaising with the FHBT Manager, Treasurer and Trust external accountant/auditors.
12. Ensuring annual accounts are submitted timeously to OSCR & Companies House, along with other updates required (e.g. trustee changes / annual returns).
13. Adhering to all appropriate financial regulations relating to FHBT activities.
14. Working with the FHBT Manager to implement, review and develop all FHBT financial systems to ensure efficient and effective working practices.

#### Grant Funder Requirements

15. Working with colleagues, partners and funders to:
  - prepare and profile budgets and funding income for projects
  - maintain records of expenditure on each project
  - monitor grant budget and intervention percentages
  - ensure regular grant claims and payments
  - prepare annual and 5-year financial summaries of grant awards.
16. Adherence to the financial, administrative and monitoring requirements of the NLHF, HES and other funders.

#### FHBT Administration

17. Contribute as required to the administration of the general office and FHBT projects
18. Support the FHBT manager in the management of FHBT properties.
19. Attend and minute Trust Executive, Board Meetings and AGM when required.
20. Comply with the Trust's Health & Safety at Work Procedures and any relevant legislation, and to ensure that safe systems of work are used at all times.
21. Comply with the Trust's approved policies and procedures.
22. Carry out any other duties and responsibilities as may be required by the FHBT Manager.

## **Person Specification**

---

### **Essential**

Experience of financial management, control and reporting for a small charity, or demonstrable equivalent experience of:

- establishing, maintaining and monitoring financial systems
- budget preparation, monitoring and control
- monitoring and preparing accounts information, preferably for OSCR and/or Companies House
- preparing and presenting financial reports
- developing financial policies and procedures

HNC/HND in Accounting or equivalent – professional qualification in CCAB member body preferred.

Proficient and experienced user of XERO.

Working knowledge of online banking systems.

Good IT skills inc MS Excel, MS Word, video-conferencing, etc.

Experience of recommended accounting practice relating to public bodies and to charities as published by the regulators.

Experience and strong understanding of preparing VAT returns/claims.

Methodical worker with attention to detail.

Ability to work on own initiative.

Excellent verbal and written communication skills.

Ability to work as part of a small team with a positive “can do” approach and to provide a friendly and efficient service to internal and external contacts.

Ability to maintain confidentiality.

### **Desirable**

Experience of financial management of grant funding / grant claims.

Experience of providing budget and financial monitoring information to grant funders to meet their reporting requirements.

Experience of the financial management of social enterprises, e.g. business planning.

Full driving licence and use of own vehicle.

An interest in the conservation of built heritage.

## Appointment Details

---

<b>Hours:</b>	36 hours per week, Monday – Friday. Generally office hours 9am to 5pm.
<b>Holidays:</b>	25 days per annum plus Public Holidays (as per Fife Council)
<b>Pension:</b>	Auto enrolment in the NEST pension scheme, with an employer contribution of 5%.
<b>Probation:</b>	The successful candidate will be asked to serve a 3-month probationary period to ensure there is a good fit between the organisation and the post holder. Subject to the outcome of a performance review after 3 months, the fixed term appointment will be confirmed.

## How to apply

---

Please send your CV, accompanied by a short statement outlining the attributes, skills and experience you feel you could bring to this key role at FHBT, to:

- Lorraine Bell – FHBT Manager, [lorraine@fifehistoricbuildings.org.uk](mailto:lorraine@fifehistoricbuildings.org.uk)
- **Deadline – 9am on Tuesday 19 January 2021**

**Fife Historic Buildings Trust gratefully acknowledges the support of Historic Environment Scotland, National Lottery Heritage Fund and Fife Council to fund this post.**



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA



# Fife Historic Buildings Trust

