



**Fife Historic
Buildings Trust**

Making heritage live

JOB DESCRIPTION

JOB TITLE:	Finance and Administration Officer – Full time or job share
ORGANISATION	Fife Historic Buildings Trust (FHBT)
LOCATION:	KINGHORN TOWN HALL, KINGHORN, FIFE The post is based in Fife at the FHBT office in Kinghorn. However, all staff are currently home working due to the current pandemic and continued flexibility is anticipated.
SALARY:	£28,000 - £30,000
FIXED TERM POST:	Fixed term post to 31 March 2024 This is a core FHBT post and there is the possibility of extension, subject to funding.
HOURS:	This job is available part time (as a job share) or full time (36 hours per week).
RESPONSIBLE TO:	FHBT Manager
RESPONSIBLE FOR:	Control of FHBT financial systems and administration, inc co-ordination of budget setting/monitoring, annual accounts, grants processes and some general administration.
PROFESSIONAL QUALIFICATIONS:	HNC/HND in Accounting or equivalent - professional qualification in CCAB member body preferred

Main Functions

This is a **crucial FHBT post, to support the FHBT Manager via the co-ordination, administration and control of FHBT finances relating to all FHBT activities, projects and properties. 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 and others to develop the FHBT budget
- II. provision of monthly financial statements and quarterly forecasts
- III. keeping Trust Accounts during the year, and compiling year-end accounts/audit file annually
- IV. supporting FHBT grant applications and claims
- V. the development, implementation and ongoing review of financial/administrative systems to ensure efficient and effective working practices.
- VI. providing a range of support to the Trust Manager including some general administration, governance support, liaison with FHBT's external IT providers, etc.

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 and an element of continued home working is anticipated in the long term.

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.

The Trust works closely with Fife Council and with partner organisations and local communities. It is a company limited by guarantee (SC173262) and has charitable status (SC026043). **It has a strong track record in delivering heritage regeneration projects, helping to bring approx. £40m investment to Fife's historic buildings since 1999.** Sensitive conservation of the historic environment is recognised as a powerful contributor to regeneration initiatives in Fife, **supporting social, economic and environmental renewal through restoring and bringing historic buildings back into use.**

FHBT currently manages Inverkeithing CARS/TH on behalf of Fife Council, including the planned refurbishment of Inverkeithing Town House to create an accessible community hub, an extensive activity plan and building repair grant scheme. We most recently **completed a hugely successful CARS/THI in Cupar, recognised with a Scottish Award for Quality in Planning** by the Scottish Government. Both schemes are generously funded by Fife Council, the National Lottery Heritage Fund and by Historic Environment Scotland.

We also **project manage the restoration of buildings at risk** – providing new facilities for communities across Fife. E.g.

- FHBT is working closely with Fife Employment Access Trust following funding awards from National Lottery Heritage Fund and Historic Environment Scotland for the restoration of **Silverburn Flax Mill** to create a visitor centre and community hub at the heart of FEAT's work to revitalise Silverburn Park, Leven.
- Work is nearly complete to create the **Fife Regional Climbing & Bouldering Centre in Lochgelly – an exciting new use for the former St Andrew's Church**. Funded by Fife Council and the Scottish Government, it will be managed on completion by social enterprise Rockgelly.

FHBT has also retained some of the buildings it has previously restored and **manages a small portfolio of re-purposed historic buildings, each contributing to their local economies and communities, and to FHBT finances:** three high quality **historic holiday lets** (Kinghorn Town Hall, John McDouall Stuart View in Dysart, and Cupar Burgh Chambers); a small complex of five **workspace units for artists/craftspeople** (The Platform, Burntisland); and two **community rooms** (Kinghorn, West Wemyss).

Current Trust Team

FHBT Manager

Finance & Administration Officer

Holiday Letting & Marketing Officer

Project Officer (leads on Inverkeithing CARS/TH)

Inverkeithing Training & Development Officer

Project Officer

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

See organisation chart at end.

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 at www.fifehistoricbuildings.org.uk.

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/monthly updates of all postings and reconciliations.
5. Preparation and submission of quarterly VAT returns.
6. Day-to-day co-ordination of FHBT supplies and of utility and service accounts – e.g. fuel, water, telecoms, service agreements, insurance, IT, office supplies, etc.
7. Working alongside the Holiday Letting & Marketing Officer 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/forecasts 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 as required 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. Support the FHBT Manager as required in the administration of the general office and IT/cyber-security management
18. Support the FHBT Holiday Letting & Marketing Officer to monitor holiday let bookings – principally back-up during annual leave
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

We are especially looking for a candidate with experience in accountancy and charity finances. This is a varied role with a high level of personal accountability, offering the right candidate the opportunity to make a real contribution to the sound management of FHBT charitable finances, and ultimately to historic buildings and communities across Fife. If you feel you can offer some or all of the attributes listed here, we want to hear from you.

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 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

Hours: 36 hours per week, Monday – Friday. Generally office hours 9am to 5pm. We would also consider applications for job share and/or flexible working.

Holidays: 25 days per annum plus 8 Public Holidays (as per Fife Council)

Pension: Auto enrolment in the NEST pension scheme, with an employer contribution of 5%.

Probation: 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 one document including your CV, a short statement outlining the attributes, skills and experience you feel you could bring to this key role at FHBT; and if you would like to apply on the basis of a job share, please also include brief information on your proposed approach, for discussion if shortlisted. Please send to:

- Lorraine Bell – FHBT Manager, lorraine@fifehistoricbuildings.org.uk (who is also happy to be contacted with any queries prior to application)
- **Deadline – 5pm on Tuesday 26 April 2022**

Please also let us know how you found out about this vacancy / where you saw it advertised. We look forward to receiving your application.

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

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EACHDRAIDHEIL
ALBA





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