Role: Finance Administrator
Employed by: The Ridge SCIO

Reports to: Finance Manager

Contract Type:
Permanent, Part-Time, 21 Hours per week

The post holder may be required to work occasional weekends and attend all staff meetings (TOIL will be arranged if these fall on non work days).

Salary
£33,000 - £37,000 subject to experience (Pro-rata £19,800 - £22,200)

Benefits:
6.6 weeks annual leave including 8 days public holidays
Option to join NEST Pension Scheme
Access to Health Assured Employee Assistance Programme
Bike2Work Salary Sacrifice Scheme
Charity Worker Retail Discounts

Role

Are you organised, detail-focused and comfortable working with numbers? Would you like your skills to contribute to something meaningful in your community - not just the bottom line? Join us as our Finance Administrator and help support a unique organisation that blends the heart of a charity with the ambition of social enterprise.

Established in 2016, The Ridge Dunbar is a medium-sized charity incorporating income-generating social enterprises. We are a vibrant and inclusive community working together to overcome a wide range of societal challenges and support positive change in one another's lives.

We're looking for a reliable and motivated Finance Administrator to support the smooth running of our finance function. This role is ideal for someone who enjoys keeping systems organised, working accurately with financial information, and supporting colleagues across the organisation.

You don't necessarily need to have worked in the charity sector before - what matters most is that you are organised, dependable, and keen to contribute to an organisation that genuinely changes lives every day.

The Finance Administrator is responsible for supporting the day-to-day financial operations of the charity. Working closely with and reporting to the Finance Manager, the postholder will ensure that financial records are accurate, up to date, and maintained in line with Scottish charity law, OSCR and the group's internal financial procedures.

The role plays a key part in ensuring the smooth running of financial processes and providing reliable financial information to support the wider organisation.

Key Responsibilities:

- Process income and expenditure in a timely and accurate manner, maintaining accurate records of all financial transactions
- Raise and process invoices, manage accounts payable and receivable and process payments in line with agreed authorisation procedures
- Maintain the purchase ledger and sales ledger
- Prepare and process bank transactions and online banking, carrying out regular bank and control account reconciliations
- Ensure all financial transactions are fully supported by valid invoices or receipts
- Support payroll processing, liaising with external payroll providers where required, and maintain accurate payroll and pension records
- Process staff expenses and volunteer claims in line with group policies
- Assist the Finance Manager in preparing financial reports and management accounts and support the preparation of information for the annual audit or independent examination
- Maintain records relating to restricted and unrestricted funds and assist with funder financial reporting, as required
- Ensure financial records are complete, accurate, and audit-ready, following financial policies, procedures, and internal controls
- Handle financial information confidentially and professionally

The role of Finance Administrator is an important part of our organisation's success. Your attention to detail and organisational skills will help ensure our financial records and administrative systems run smoothly and accurately, supporting good financial management and governance across the charity. Above all, your work will help enable The Ridge to continue transforming the lives of many of our town's most vulnerable residents.

Person Specification

The successful candidate will have the following experience/skills/knowledge:

Previous experience in a finance or accounts administration role with a good working knowledge of basic accounting principle	**Essential**
Experience using accounting software and spreadsheets (such as QuickBooks and Excel)	**Essential**
High level of accuracy and attention to detail and ability to organise and prioritise workload effectively	**Essential**
Ability to work collaboratively and take direction from the Finance Manager	**Essential**
Understanding of the need for confidentiality and financial controls	**Essential**
Experience processing payroll	**Essential**
Methodical, reliable, and well-organised with strong numeracy skills	**Essential**
Clear and professional communication style	**Essential**
Proactive and willing to learn	**Essential**
Experience working in the charity or not-for-profit sector with awareness of Scottish charity finance, including restricted funds and OSCR requirements	**Desirable**
Experience supporting audits or independent examinations	**Desirable**
Have an understanding of and commitment to the social aims and objectives of The Ridge	**Essential**

Background

In Dunbar and the surrounding villages it can be especially hard to find jobs, and to access support and training. We are 30 miles away from Edinburgh and the cost of public transport makes working and training in Edinburgh and its outskirts prohibitively expensive.

The problems faced by the more vulnerable members of our community whether it be substance abuse, mental health issues, or issues arising from poverty are all exacerbated by Dunbar's poor public transport system. The Ridge aims to provide local, effective, personalised and holistic support for local people to help them move beyond dependency towards contribution and fulfilment.

Across the Ridge, we aim to create jobs and training opportunities, primarily in Dunbar. We value our local heritage, in terms of both the natural and the built environment, and want to make sure that the current and future generations are able to appreciate and care for it.

We want to:

- provide training and support to help people find gainful employment locally

- develop a range of practical supports to allow more vulnerable members of our community to overcome barriers in accessing training and necessary interventions, to facilitate the fulfilment of their potential.
- provide training and support to give individuals the knowledge and skills to cook healthy food from scratch for themselves and their families, with a limited budget
- protect our local environmental heritage by creating a training garden within the historic Backlands site, respecting its historic significance, whilst also developing local skills and knowledge around gardening
- protect our local built heritage by creating a base of skills and knowledge to carry out restoration and
- maintenance of historic buildings.
- develop business uses for restored buildings, to create jobs and to provide income to make our projects sustainable
- promote and make available the personal health and well-being benefits of gardening stimulate our local economy by improving Dunbar town centre as a tourist attraction, as well as an attractive place for local people to live, work and shop

The Ridge is a Scottish Incorporated Charitable Organisation, with a wholly-owned trading subsidiary, the Ridge Foundations Community Interest Company. To find out more about the Ridge, visit our website www.the-ridge.org.uk

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