

A map of Scotland is shown in a light green color. Overlaid on the map are several large, colorful triangles pointing downwards. The top row consists of four triangles: blue, yellow, green, and pink. The bottom row consists of three triangles: orange, light purple, and light purple. The triangles are arranged in a way that they appear to be part of a larger, abstract design.

Recruitment Pack for

# Financial Analyst

**Hours:** 37 hours per week

**Location:** Head Office, Galashiels (Relocating to St Boswells in April 24)

**Closing Date:** 15<sup>th</sup> February 2024

**Job Ref No:** 0793

**Salary:** Grade 8 £16.21 - £17.53 per hour (£31,267 - £33,818)

This pack includes details about our organisation to assist you with your application:

- Job advert
- Introduction to Live Borders
- Our Strategic Vision
- Our Values
- Job Description
- Conditions of Employment

More information can be found on our website [www.liveborders.org.uk](http://www.liveborders.org.uk)

If you would like to apply for this post, all you need to do is click [here!](#)

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk) to discuss your needs or request a call back.

We look forward to receiving your completed application.

## Job Advert

Live Borders are recruiting for a Financial Analyst! Working in a small finance team, you will be involved in the preparation and analysis of accounting records, financial statements and other financial data whilst supporting budget holders to manage their budget and comply with procedures.



## Introduction to Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of Trustees who set the strategic direction and monitors performance of the organisation.

## Our Strategic Vision

**Vision:** Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

**Mission:** We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

### Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop new funding streams
- Build on our reputation for great customer service
- Create a sustainable charity
- Nurture our people to be proud of what they do

## Our Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team led by the CEO provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

## JOB DESCRIPTION

**Job title: Financial Analyst**  
**Reports to: Finance Manager**

**Job Purpose:**

Prepare, examine and analyse accounting records, financial statements and other financial data to prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures are in place and adhered to.

Support budget holders to effectively manage their budget and comply with procedures

**Key Accountabilities:**

1. Prepare Monthly Management Accounts, month end journals, financial reports and other data by centre and service as required by managers to effectively support the business
2. Support and challenge budget holders to Monitor performance and forecasting
3. Carry out internal audit of Financial Procedures at sites
4. Complete capital audits, comparing capital budget plan with actual expenditure, liaising with managers to explain variances
5. Prepare and post all monthly Reconciliations
6. Monitor cash flow forecasting, reporting same and ensuring sufficient funds in the bank account to pay commitments, advising manager on investment opportunities and moving funds between accounts to maximise interest
7. Lead on the contact with Insurers, including procurement and dealing with all insurance claims
8. Prepare quarterly performance report, liaising with managers, checking accuracy of information provided from the data. Including preparation of data for Government statistical data
9. Preparation of schedules for year-end financial audit
10. Maintain external funding register, liaising with managers, supporting application and claim processes and financial grant conditions are met
11. Support the Finance and Performance Manager co-ordinate and ensure compliance on all procurement
12. Ensure all financial procedures are reviewed, updated and maintained at all times, reflecting changes in the internal audit.
13. Part qualified ACCA (part 1 to gain understanding of technical accounting criteria), AAT or equivalent with at least 3 years' experience in preparation of monthly management accounts.
14. A high level of computer literacy is required with experience in using integrated financial systems and Microsoft office applications, particularly Excel and Word.
15. An understanding of statutory accounting rules including rules around VAT
16. Experience in working with auditors in preparation of statutory year end accounts with Audit skills, including ability to drill beneath process to understand the needs of the business and assess compliance.

## SUMMARY OF CONDITIONS OF SERVICE

Location:	<b>Live Borders Head Office Galashiels</b> ( relocating to St Boswells in April 2024) (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	<b>37</b> hours per week worked as agreed with line manager
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time) Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	4 weeks, as detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Cycle To Work Scheme Access to ASVA Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

## INFORMATION FOR ALL JOB APPLICANTS

### Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

### Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

### Live Borders

For more information about Live Borders please visit our website [www.liveborders.org.uk](http://www.liveborders.org.uk)

Please contact our People Team on [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk) if you require any other information about working for Live Borders.