



## JOB DESCRIPTION

<b>Job title:</b>	Finance and Data Officer
<b>Location:</b>	Hybrid (minimum 1 day / week in our Edinburgh office)
<b>Hours of work:</b>	2 days per week (with potential to increase in due course)
<b>Contract type:</b>	Permanent
<b>Remuneration:</b>	£29,359
<b>Reports to:</b>	Executive Director, Nourish Scotland

<b>Application procedure:</b>	Application form to <a href="mailto:job@nourishscotland.org.uk">job@nourishscotland.org.uk</a> Equality and diversity monitoring form to <a href="mailto:hr@nourishscotland.org.uk">hr@nourishscotland.org.uk</a>
<b>Deadline:</b>	30 <sup>th</sup> August 2022
<b>Interviews:</b>	5 <sup>th</sup> September 2022
<b>Start date:</b>	Immediate

### About Nourish Scotland

Nourish Scotland is a charity focusing on food policy and practice. We work for a fair, healthy and sustainable food system that truly values nature and people.

We take an integrated approach to solving the big challenges of the current food system: hunger and malnutrition, diet-related disease, exploitation, loss of biodiversity, and climate change.



## ABOUT THE ROLE

The purpose of this role is to enable Nourish to use our money and data most effectively in order to further our aim of improving Scotland's food system.

The successful candidate will focus on the following areas of work:

- **financial management**, including bookkeeping, maintaining financial records, making payments, and liaising with external accountants and payroll
- **financial reporting to funders**, including working with the team and our project partners to maintain relevant records throughout the grant period
- **data management**, including helping us to use supporters' data and preferences for effective communication, ensuring compliance with data protection law, and maintaining existing systems
- **IT management**, including managing passwords and access to the online server (with support from external IT consultant)

The successful candidate will work closely with the whole Nourish team. In time, this role has the potential to expand into new areas of work, such as monitoring and evaluation.

## PERSON SPECIFICATION: SKILLS, EXPERIENCE AND KNOWLEDGE

### Essential

- Experience of bookkeeping and knowledge of accrued accounting
- Good working knowledge of data protection regulations
- Experience of working with others to ensure compliance with relevant regulations
- Strong organisational skills, ability to manage multiple demands
- Ability to adapt to environments characterised by high levels of change
- Ability to work independently and collaboratively within a small team

### Desirable

- Experience of grant management
- Experience of departmental accounting
- Good working knowledge of relevant software (CRM systems, databases, bookkeeping software)
- Experience of gathering and using data to guide project activities (for instance in targeted communications)