



Job Information Pack

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Job details	
Job title	Finance Officer
Job reference	WW-FIN-FO
Location	Edinburgh

The application process	
Application deadline	31 st January 2025
Interview date	TBC
Interview location	Edinburgh or online via Teams
Interview format and length	Panel interview lasting approximately one hour

Contact details	
Completed application forms for this job	recruitment@warmworks.co.uk or Recruitment Warmworks 1 Carmichael Place Edinburgh EH6 5PH
General enquiries about this job	recruitment@warmworks.co.uk
For an informal discussion about this job	Deb Banerji: Deb.Banerji@warmworks.co.uk

About Warmworks

Warmworks, formed in 2015, is a joint venture partnership between Energy Saving Trust, Changeworks and Sureserve.

Warmworks is committed to tackling fuel poverty, increasing the energy efficiency of the homes and communities in which we work and consistently delivering a first-class service to the households and families that we support.

Since 2015, Warmworks has been the Managing Agent of the Scottish Government's national fuel poverty scheme, Warmer Homes Scotland and has recently started work on a range of new contracts and initiatives across the country.

Warmworks has already helped more than 40,000 homes to become warmer, healthier and more energy efficient and is seeking to play a key role in the long-term drive to reduce carbon emissions and increase the availability of affordable, sustainable energy for all.

About the Team

Introduction and context

Warmworks was established to tackle fuel poverty, reduce carbon emissions and support sustainable local economic development in communities across the country.

Team aims

We deliver the best possible help to people who are struggling to keep their homes warm and pay their energy bills; installing measures such as insulation, efficient heating and renewable technologies to make homes more energy efficient and delivering sustainable cost savings in the long term.

Team activities

Since the business was launched in September 2015, Warmworks has provided a high-quality end to end service, from initial referral through to assessment and the installation of measures, along with appropriate aftercare and support for thousands of households. Warmworks employs direct staff to handle in-home assessments and quality inspections, call handling and customer service, operational finance and the management of a diverse supply chain across the UK.

Job Description	
Job title	Finance Officer
Job reference	WW-FIN-FO
Salary and grade	up to £29,196 per year, depending on skills and experience
Location of job	Edinburgh
Hours and terms	37 hours per week
Holiday terms	25 days' annual leave, plus 9 public holidays per year

General terms and conditions
<ul style="list-style-type: none"> • There are no overtime payments for this post. • You may need to undergo a criminal record check depending on the requirements of the post. Depending on the nature of any convictions that may be disclosed, Warmworks reserves the right to terminate employment with or without notice. • All of the responsibilities outlined below will be reviewed and modified as necessary through consultation with line managers.

Responsible to	Finance Manager
Responsible for	n/a

Purpose of the job	Financial administration and reporting.
Main objectives and goals	<ol style="list-style-type: none"> 1. Produce effective operational and financial reporting as required 2. Purchase order preparation and dissemination 3. Collation of invoices and supporting management information 4. Work with supply chain partners to resolve invoicing enquiries 5. Ongoing development of invoicing process and feedback

1. Produce effective operational and financial reporting as required
<ul style="list-style-type: none"> • Produce effective operational and financial reporting as required: contribute towards collation of management accounts, reporting on sales and purchase ledgers, general financial reporting tasks as may be reasonably required

2. Purchase order preparation and dissemination
<ul style="list-style-type: none"> • Creation of purchase orders, ensuring data is carefully checked and then distributed to the vendor in a timely manner

3. Collation of invoices and supporting management information
<ul style="list-style-type: none"> • Validation and payment of supply chain invoices: collation and validation of supply chain invoices as required, passing through for payment as per established process

4. Work with supply chain partners to resolve invoicing enquiries

- Work with supply chain partners to resolve invoicing enquiries: working with sub-contractors and material suppliers to identify and resolve any exceptions or enquiries in the invoicing process

5. Ongoing development of invoicing process and feedback

- Ongoing development of invoicing process and feedback: playing a proactive role to highlight and identify potential improvements and/or efficiencies in the invoicing and reporting processes

Person specification		
Please explain how you meet the following criteria in your job application		
	Essential	Desirable
Qualifications		
A good level of numeracy	✓	
Experience		
Experience in an administrative financial role	✓	
Skills		
Excellent organisational skills with an eye for detail	✓	
Sound IT skills and experience of relevant accounting packages		✓
Personal qualities and attributes		
An enthusiastic team player	✓	
A dedication to continuous improvement	✓	

Staff Expectations of Management Experience
<p>The post holder should expect and be open to:</p> <ul style="list-style-type: none"> • Effective leadership • A positive, honest, and enthusiastic working environment • Being supported and empowered to effectively achieve objectives and goals within your role • To be treated fairly and with respect • To be provided with appropriate training to ensure ability to effectively carry out your role • Regular and appropriate feedback through one-to-one meetings and annual review and associated processes • Having the opportunity to feedback to manager regularly and through the annual review process • Adhering to all appropriate Warmworks policies to ensure consistency and fairness and health and safety of you and your colleagues

Complexity
<p>The post holder must be able to:</p> <ul style="list-style-type: none"> • Adhere to and advocate Warmworks values • Demonstrate flexibility and versatility • Demonstrate an eye for detail and meticulous approach

Creativity
<p>The post holder will be required to:</p> <ul style="list-style-type: none"> • Use their own initiative to provide the best possible outcomes over a wide range of projects