

JOB DESCRIPTION & APPLICATION PACK



Post	Reporting To
Finance Trainee	Director of Finance
Office Base	Stornoway
Closing Date for all Applications	14 February 2020, 12pm
Interviews	2 March 2020, Stornoway



28 January 2020

Dear Applicant

APPLICATION FOR EMPLOYMENT – Finance Trainee

Thank you for your interest in applying for one of our newly created posts working within our growing team. These posts support a number of changes MG ALBA is making to take advantage of the opportunities arising with the fast pace of change in the media sector. They will require individuals who are fully committed to collaborative, digital-first work practices and who are committed to continued professional development routes.

We have pleasure in enclosing this application pack for this vacancy.

To apply, please submit a covering letter and your CV detailing your skills, knowledge and capabilities, paying particular attention to the Job Description & Person Specification requirements. We welcome hearing about your competency and experiences from both employed and voluntary roles. If you would like an informal discussion on any of these roles, please contact Claire Macleod, HR Adviser on hr@mgalba.com and we will arrange for a call at a mutually convenient time.

You should submit your application by 12pm on Friday 14th February 2020 to hr@mgalba.com. Any applications received after this date unfortunately cannot be considered.

Interviews will be held in Stornoway on 2 March 2020.

Le dùrachd



Donald Campbell
CEO

ABOUT US

Who We Are

MG ALBA, Scotland's Gaelic Media Service, operates the Gaelic television channel **BBC ALBA** in partnership with the BBC. We are also responsible for [FilmG](#), in collaboration with Cànan Graphics Studio, and we deliver [LearnGaelic](#) in partnership with the BBC, Bòrd na Gàidhlig, Sabhal Mòr Ostaig and Bòrd na Ceiltis (Alba).

Our [Operational Plan for 2019/20](#) contains important information about our aims and objectives for this year.

Where We Are

We are based in Stornoway, with a presence in Glasgow.

Our Staff & Board

We employ 38 [staff](#) and have a [Board](#) of 11 members.

Working Environment

We work with an honest, open, interactive and collaborative approach. Everyone in our team is treated as an equal whose opinion counts. We all share as much information as possible so that all colleagues know how we are performing, how we all contribute to that and how we can be even better at what we do.



We are proud to have achieved external accreditation from *Broadcast Best Places to Work in TV* for five consecutive years (2016-2020), the Silver Award by *Investors in People* and the Gold Award for *Investors in Young People*. We are committed to ensuring the best health and wellbeing for our people and work with the *Healthy Working Lives Awards* to achieve this.

Corporate Social Responsibilities

As an organisation, we are fully committed to our Corporate Social Responsibilities in a variety of ways including through our Environmental Policy, our Recruitment Policy and in-kind contributions to the community and charitable organisations. We regularly provide free of charge expertise and equipment to local fundraising events, charity balls, quiz evenings, awards ceremonies, and also assist with the production of charity promotional videos, coverage of charity sporting events, cultural and educational workshops and film/Mod events.



OUR NEW POSTS

Background

Gaelic media, like all other media, is undergoing significant change. This is both challenging and energising.

These newly created posts are about strengthening our core team, learning from our experienced managers and senior managers and planning for succession for the organisation over the longer term.



People

Our ideal applicants will possess these core qualities:

- Willingness to be part of a busy, dynamic and growing team
- Excellent interpersonal and communication skills
- A keen interest in a career in the media sector
- Be a strong team player
- Willingness to commit to learning on the job, supported by professional development and external qualifications

You should have a strong awareness and understanding of excellent workplace culture and etiquette, self-awareness and colleague relations, being able to build workplace / team relationships effectively.

The Role

Based in Stornoway, the Finance Trainee will support the Finance and Business Affairs Team as well as regular engagement with external advisers and external programme suppliers. Candidates should have excellent numeracy, accuracy and organisational skills. Attention to detail and adhering to deadlines is essential. Candidates should also have well developed interpersonal skills, high levels of integrity and reliability and the commitment to work enthusiastically to achieve accredited professional or technical qualifications as part of their ongoing personal development in the role.

This post is part of succession planning within the Finance team. Career advancement will be an opportunity for individuals who would like to progress and develop their own careers within MG ALBA.

APPLICATION INFORMATION

Key Dates

Applications Open	28 January 2020
Closing Date	14 February 2020, 12pm
Interviews	2 March 2020 (Stornoway)

Selection Process

The selection process is outlined in the [MG ALBA Recruitment Policy](#).

Selection Panel

Line Manager and Management Colleagues, supported by the HR Adviser.

Interview Expenses

MG ALBA will reimburse reasonable travel and accommodation expenses incurred by applicants who require to travel to attend interview. All expense claims must be supported by receipt, and travel by air should be approved prior to booking by contacting hr@mgalba.com

Equal Opportunities Monitoring

We are an equal opportunities employer and conduct monitoring on all recruitment and employment data. Please complete the enclosed monitoring form which is in line with current GDPR legislation.

Disabled Applicants

Applications from disabled applicants are welcome and we participate in the Guaranteed Job Interview Scheme for applicants self-assessed as having a disability and who meet the minimum essential criteria for a job vacancy and to consider them on their abilities.

Referees

2 referees will be required to be contacted upon acceptance of a conditional offer of employment. We will not contact referees without your consent.

Relationship to Board Member / Officer / Conflict of Interest

Relationships to board or staff members, or any actual or perceived conflicts of interest should be disclosed in the application.

GDPR

Personal data contained with your job application will be processed, retained and archived/destroyed in line with [MG ALBA's Privacy Notice](#).

MAIN TERMS AND CONDITIONS OF EMPLOYMENT SUMMARY

Grade	Grade B
Salary	£20,562-£23,160 per annum
Annual Leave	25 days + 12 days public holiday
Pension	Defined Contribution Pension Scheme, MG ALBA contributes 10% of the basic annual salary, rising to 15% if the employee makes a contribution of 5%
Death in Service	4 x Annual Salary
Other Benefits	To encourage healthy lifestyles we offer a paid gym membership. We have family friendly & flexible working practices and offer a childcare voucher scheme

Occupational Sick Pay Scheme

Up to two years' service	1-month full pay and 1 month half pay, in a rolling 12 month period
After 2 years' service	2 months' full pay/2 months' half pay in a rolling 12-month period
After 3 to 4 years' service	3 months' full pay/3 months' half pay in a rolling 12-month period
After 5 years' service	4 months' full pay/4 months' half pay in a rolling 12-month period

Learning & Development

Each employee is required to have a Learning and Development plan which will enable them to become more effective in their job and fulfill their annual job objectives. Professional qualifications are encouraged.

Gaelic

Gaelic is the working language of MG ALBA. We encourage applicants who are either proficient in Gaelic or who demonstrate a willingness to engage with Gaelic and progress towards proficiency. Support will be given to all candidates who wish to develop their engagement with Gaelic.

Further Information

For an informal discussion about any aspect of this role please contact hr@mgalba.com and we will arrange for a call at a mutually convenient time.

JOB DESCRIPTION

Job Title	FINANCE TRAINEE	Grade	B	Weekly Hours	37
Objective	To provide effective and efficient contractual and finance support to MG ALBA's Finance and Business Affairs team.				
Accountable to	Director of Finance				
Responsible for	<ul style="list-style-type: none"> • Purchases and Sales Ledger upkeep • Payments within delegated authority levels • Preparation of financial reports • Preparation of statistical data • Administration of company receipts and payments 				
Working relationships	The post holder will be a key member of the Finance team and will work across the Finance and Business Affairs teams and be required to liaise with external programme suppliers				
Key result areas	<ul style="list-style-type: none"> • Providing assistance to the Finance team as required with documentation • Liaising with third parties and external suppliers to ensure all relevant documentation is in place to enable the timely delivery of contracts and agreements • Working with the Accountant in the preparation of management accounts and performing programme audits • Monitoring programme performance and Value for Money reports • Storage and maintenance of records, databases and documents relating to finance • Committing enthusiastically to professional development, objective setting and performance appraisals 				
Key tasks	<ul style="list-style-type: none"> • Adhere to the organisation's financial procedures and policies • Preserving accurate and up to date files, records and correspondence ensuring the maintenance of contractual data to the highest standards • Prepare regular financial reports and assist in the presentation of reports to managers • Collating and providing monthly and quarterly reports to assist in the calculation of transmission data and other management information and statistical data • Assisting in carrying out programme audits to ensure that MG ALBA funding is properly spent and accounted for • Coordinate and execute financial transactions and activities to assist the Director of Finance and Accountant in the preparation of monthly / quarterly / annual accounts and cashflow forecasting • Raising Sales Invoices • Maintaining Purchase Ledger • Completing administrative tasks such as record filing • Ensuring all payments are made within delegated authority levels • Assist in the external audit process by providing information and data as requested • Establish and adhere to a training plan aimed at attaining a relevant professional or technical qualification within an agreed timeframe 				
Time horizon	Permanent				

PERSON SPECIFICATION

	Essential	Desirable
Qualifications / Experience	<ul style="list-style-type: none"> • A minimum of three higher grade qualifications of which one must be numeric and a willingness to study for further qualifications 	<ul style="list-style-type: none"> • Business or finance qualification to Degree level or relevant business/finance experience • Experience in a financial environment
Knowledge	<ul style="list-style-type: none"> • Excellent IT skills and competency in the use of full suite of MS Office applications, in particular Word and Excel 	<ul style="list-style-type: none"> • Working knowledge of Xero or similar accounting software
Skills	<ul style="list-style-type: none"> • Ability to undertake professional/technical qualifications • Methodical approach to work and strong attention to detail • Excellent organisational and planning skills • Excellent interpersonal and communication skills (verbal and written) • High level of numeracy and accuracy skills • Ability to build and maintain first class working relationships within MG ALBA and externally with clients, suppliers and partners • Ability to prioritise workload, capability of working to tight deadlines and possess resilience with a calm approach • Ability to use initiative and work unsupervised • Ability to problem solve as required and anticipate issues in advance • Ability to be flexible and adopt an adaptable approach to a variety of situations within the work of the finance team 	<ul style="list-style-type: none"> • Analytical skills • Excellent presentation skills
Language Requirement	<ul style="list-style-type: none"> • Gaelic learner / commitment to engage with learning 	<ul style="list-style-type: none"> • Fluent Gaelic speaker
Behavioural	<ul style="list-style-type: none"> • Team player • 'Can do' attitude • Integrity • Reliability • Interpersonal skills 	