

Job description and person specification

Finance & Administration Officer

Hours: 22.5 hours per week

Salary: £27,000 pa pro rata (0.6 fte)

Location: Hybrid with attendance at fortnightly team meetings in Glasgow

Reporting to: Assistant Development Manager

Background

Community Land Scotland is seeking a highly organised Finance & Administration Officer to undertake day-to-day financial administration and Membership processes, and provide administrative support to our dispersed staff and Board.

Community Land Scotland is the representative body for Scotland's community landowners and is a small organisation with a big impact. It works to: be a collective voice for community owners; encourage more community ownership of land and buildings; facilitate mutual support and knowledge exchange between community landowners and collaborate with other organisations to ensure community landowners get the support they need.

Further information about Community Land Scotland can be found at:

www.communitylandscotland.org.uk

Applications

Applicants should complete our online application form by **noon on Thursday 20th June 2024**.

Interviews will be held in Glasgow (or by Zoom) on 27 & 28 June 2024.

If you have any questions about the role or the application process, please contact Meg Taintor by email (meg.taintor@communitylandscotland.org.uk) or on 07585 833891

Job description

The Finance & Administration Officer is responsible for helping with the day-to-day running of the organisation; working with Members, Supporters, Board and staff; undertaking day-to-day financial administration; and supporting our projects. The Finance & Administration Officer will use a range of software and apps in their job. Community Land Scotland works across Scotland and we have a dispersed staff team.

The postholder will be involved in the organisation and running of Board Meetings and events, which will require some occasional travel and out-of-hours working.

The postholder must be available to work on Tuesday mornings, but other than that, we are flexible about how the hours are distributed across the week.

Tasks	
Finance	<ul style="list-style-type: none"> • Day to day book-keeping using Quickbooks and Dext software • Paying and issuing invoices • Organising meetings and taking minutes for the Finance Sub-Committee • Processing expenses claims and liaising with our payroll provider • Working with Development Manager and Treasurer on production of annual accounts / audit
General admin	<ul style="list-style-type: none"> • Providing admin support to the Board and other staff, including taking minutes at meetings and organising travel and accommodation • Managing stationery orders, equipment and other supplies • Helping to keep our Salesforce database up to date • Providing admin support to our projects
Event support	<ul style="list-style-type: none"> • Supporting the running of events, training and webinars, alongside other staff
Member and Supporter administration	<ul style="list-style-type: none"> • Processing Membership and Supporter applications • Managing Membership renewals • Updating member details on Salesforce and web site directory
Information	<ul style="list-style-type: none"> • Posting information about events to social media • Updating the web site as and when required
Other	<ul style="list-style-type: none"> • Any other tasks as required

Person Specification

Key Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of day-to-day financial administration • Experience of using finance software • Experience of using a range of software and apps 	<ul style="list-style-type: none"> • At least two years of financial administrative experience • Experience of using Quickbooks • Experience of working in the community or charitable sector • Experience of using social media and updating web sites
Personal qualities	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to work under pressure and prioritise • Ability to work on own initiative • Ability to learn and use new apps and software • Good attention to detail • Strong written and verbal communication skills • Strong interpersonal skills and ability to work well in a team • Flexibility and an ability to work in a small organisation • Ability to travel to events and Board Meetings, which may require some out of hours work 	