



Inspiring Wonder, Curiosity & Care for Nature

FINANCE AND ADMINISTRATION OFFICER RECRUITMENT PACK

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The Eco Drama Team at Pollok Community Orchard Planting Day in November 2024. Photo by Eoin Carey





Overview

Make a difference with Eco Drama.

Eco Drama is a Scottish charity and social enterprise, dedicated to inspiring wonder, curiosity & care for nature with children, young people and communities. Our work supports the transition to a more equitable, environmentally friendly society, and we are looking for a Finance & Administration Officer to help us continue making an impact.

About Eco Drama

For over 17 years, we have been creating inspiring theatrical experiences and creative learning projects for children, young people and their communities.

Our work explores how we can use the transformative power of the arts, nature connection and outdoor education as a catalyst for social and environmental change.

Eco Drama's theatre productions, outdoor learning projects, training courses and creative projects are delivered in schools, theatres, community venues and festivals throughout Glasgow and Scotland.

Eco Drama has a green ethos and strives to embed sustainability in all aspects of the work, from the content and themes, to how the work is created and delivered. For example, productions explore sustainable set design, and we travel to schools by bike or public transport. When touring with props and set, we travel in an electric car and electric van.

The company also deliver CPD training for teachers, early years practitioners and other education professionals, and create educational resources. Eco Drama's 'Out to Play' resource packs are used in schools and education settings across Scotland as well as in countries across the world including Canada, Australia, New Zealand and USA. We aim to link arts and cultural experiences with positive practical action for the environment, for example, by supporting schools and communities to plant orchards and these activities are embedded into the artistic and strategic design of our work. We are proud to have worked with over **102,400** children and young people and their communities to date, and to be Scotland's longest established ecological theatre company.

Our mission remains strong as we move into the future – to celebrate and uphold the power of the arts to inspire people of all ages to take positive, practical action for the natural world.

Read more about our [passions](#), [impact](#) and work on our website: www.ecodrama.co.uk



Job Description: Finance and Administration Officer

ROLE AND RESPONSIBILITIES

Schedule:	0.4 FTE, 14 hours per week. Preference for days worked: Monday & Tuesday. We are open to the hours being spread out across 3 days into Wednesday. Potential for annualised hours*
Salary:	£28,000-£31,000 per annum pro rata. Starting salary dependent on experience. Salary will be reviewed annually.
Reports to:	Artistic Director / CEO
Annual Leave:	33 days per annum including public holidays (pro rata). This includes allocated days for office closure over the festive period.
Pension:	Workplace pension with 3% employer's contribution and a minimum 5% employee's contribution.
Place of Work:	Studio 236, The Briggait, 141 Bridgegate, Glasgow, G15HZ. Initially office-based, with flexibility for 50% remote work as per Eco Drama's policy as the role progresses.
Contract:	The successful candidate will ideally be available to begin the post on the week beginning 11th August 2025. The role will initially be offered as a 1-year fixed term contract until 10th August 2026, with a six-month probationary period. The intention is to make the post permanent subject to continuation of funding. We are open to discussing the role as a freelance contract.
Notice Period:	1 month in probation period, 2 months thereafter.

*An opportunity exists for this role to take more time off during the summer holidays (July-August) when it is slightly quieter, and then work increased hours during autumn term time, upon agreement with Eco Drama. For the right person, the company is open to discussing a schedule of work that suits both parties.



Role Summary

We are seeking an organised, conscientious and efficient Finance and Administration Officer (part-time) to support the day to day financial and administrative functions of our small organisation. If you have strong skills in financial management and accounting processes, a flair for meticulous book-keeping and attention to detail, and would like to develop your management skills in this area, we'd love to hear from you.

This is an exciting opportunity for an experienced professional to join a small and growing charity that has been in operation for 18 years.

The Finance and Administration Officer is a newly created part-time role working in close collaboration with a small core team and reporting to the Artistic Director/CEO.

The main duties of the post include:

- Financial Management ~ approx. 75% of contracted hours
- Reporting & Compliance ~ approx. 12.5% of contracted hours
- Company Administration & Personnel ~ approx. 12.5% of contracted hours

As our Finance & Administration Officer, you will play a key role in ensuring the smooth financial and administrative operation of Eco Drama. Working with our unique funding streams and financial structure, you will manage bookkeeping, payroll, invoice and budget management, financial reporting and compliance, while supporting company administration and personnel duties.

While this new role provides operational stability of the organisation's day-to-day financial and administrative processes, there is potential for future growth and for the role to expand its hours with new responsibilities such as wider budget management, line management, operational management and financial strategy, for the right person.

Duties and Responsibilities

Financial Management

OVERALL: Manage the day-to-day finances of the organisation, including working with the Artistic Director/CEO and external accountant, to ensure sound financial processes are in place and implemented across three key finance areas: book-keeping, payroll and invoice management and budget management.

Duties and Responsibilities (Continued)

Bookkeeping

- Accurately record all financial transactions and activities, including sales, purchases, expenses, and payments.
- Use Xero accounting software for bookkeeping to maintain accurate financial records, ensuring all entries are in line with funder requirements/ the master budget.
- Regularly update income and expenditure in the master budget, ensuring accuracy with Xero recordkeeping.
- Reconcile bank statements, comparing with internal records to identify and resolve discrepancies.
- Prepare salary and accrual journals in Xero.

Payroll & Invoice Management

- Liaise with Eco Drama's payroll provider to ensure all salary payments are calculated in time, administer monthly payment of wages and ensure payroll provider is kept up to date of any changes to contracts.
- Administer ENI contributions to HMRC monthly.
- Lead on administration of pensions, adapting processes as required.
- Ensure self-employed workers submit timely invoices and expenses and process payments and statements in accordance with procedures.
- Ensure core staff submit monthly expense claims and process payments.
- Create invoices, track payments, ensure timely invoice processing and that all supplier accounts are settled on time.
- Monitor Grants Record, ensuring timely payment of grants and instalments.

Budget Management

- Provide budgeting assistance by helping to track and monitor budgets, identify variances, and adjust as needed.
- Support the Fundraising Manager with funder allocations on Xero.
- Provide budget assistance in relation to funder allocation.
- In collaboration with the Artistic Director/CEO, contribute to creation of annual core and project budgets.

Duties and Responsibilities (Continued)

Reporting and Compliance

OVERALL: To support the organisations monthly, quarterly and annual reporting responsibilities in relation to finance.

- Support the Fundraising & Communications Manager with financial reporting associated with funder grants when required.
- Prepare accurate and clear financial reports for inclusion in the quarterly report for Trustees, in collaboration with the Artistic Director/CEO and Fundraising & Communications Manager.
- Arrange quarterly board meetings and distribute board reports and minutes.
- Prepare the organisation's annual accounts in partnership with external accountant.
- Ensure compliance with relevant financial regulators, including submission of accounts to OSCR and annual return to Companies House.
- Prepare annual financial reports for internal analysis and monitoring as required.

Company Administration & Personnel

OVERALL: To support the organisation with general day-to-day, occasional and annual company administration, including supporting with personnel related duties.

- Manage the accounts email & purchase order admin.
- IT support for staff / new starters, liaising with external IT support providers to support IT computer and SharePoint set up and use.
- Support with recruitment and induction administration as required.
- In collaboration with the CEO, ensure employee and self-employed contracts are in line with the latest employment legislation.
- Contribute to updating the Company Handbook and internal policy documents as required.
- Ensure core staff have updated annual leave/ TOIL sheets annually.
- Manage PVG applications with Disclosure Scotland.
- Manage postage of resource packs.

Duties and Responsibilities (Continued)

- Maintain company password bank.
- Maintain clothing sign out sheet.
- Work with the CEO to arrange annual insurance.
- Support the Fundraising & Communications Manager with fundraising administration as required.
- Be main point of contact for office and storage providers.
- Manage the day-to-day running of office systems, equipment and resources, ensuring compliance with health and safety and responsible disposal (i.e. ink).
- Inventory management of resource packs and project consumables in accordance with project plans and minimising excess inventory.
- Ensure SharePoint file management and administrative systems and processes are maintained.
- Contribute to website updates and maintenance as required.
- Supporting team members with any project and general administration as required.

General

- Support the organisation's annual business planning process by contributing to forward plans and ambitions.
- Participate in company meetings and events as required.
- Seek out and continue professional development and training in relation to your areas of responsibility, as required.
- Positively represent Eco Drama at events if required.
- Undertake any other duties appropriate to the post and organisation as required.

*Please note that this list is not exhaustive and may include similar responsibilities not listed

Person Description

We are looking for a detail-oriented, organised professional who is comfortable with the fine detail of budgets and accounting processes, and who enjoys working with Xero and spreadsheets to support meticulous financial management, planning, tracking and reporting.

You'll be the kind of person who enjoys collaborating with and supporting colleagues in a small team, and equally comfortable driving things forward independently and organising yourself and your work.

A problem solver, methodical and efficient, as well as passionate about the work and ethos of Eco Drama, you'll understand your important contribution to financial and organisational stability, supporting the company to realise its ambitions.

We are open to employing early to mid-career finance professionals if demonstrable experience and commitment to the area of finance can be made at application. Management experience is desirable, but if candidates do not have this, the role offers the opportunity for an ambitious and talented individual to grow and develop their skills in a supportive and collaborative environment.

Person Specification

Personal Qualities

- **Detail orientated.**
- **Analytical and problem-solving skills.**
- **Ability to think strategically and resourcefully.**
- **Ability to lead self and others.**
- **Approachable, empathetic manner.**
- **Energy and commitment.**

We are seeking candidates with the following essential / desirable experience, attributes and skills.

Please ensure to evidence or address each of these in your application and at interview, providing clear, demonstrable examples.



Community members planting on Pollok Planting Day.
Photo by Mike Rea

Person Specification (Continued)

Skills, Attributes and Experience	Essential	Desirable
Experience in a bookkeeping and financial management role (minimum of 2 years).	✓	
Financial Acumen: A strong understanding of accounting principles and financial processes.	✓	
A high level of numeracy with strong attention to detail and accuracy.	✓	
Excellent organisational, record-keeping, and communication skills.	✓	
Experience of working with budgets.	✓	
IT Proficiency: Competency in using Xero financial software, excel spreadsheets and other MS packages as required.	✓	
Ability to manage multiple priorities and work to tight deadlines.	✓	
Problem-solving skills and resourcefulness.	✓	
Confident working independently and using initiative to self-manage while also collaborating effectively as part of a small team.	✓	
Positive attitude and willingness to assist others in the team.	✓	
Enthusiasm for the work of Eco Drama.	✓	
Based in Glasgow or within reasonable commuting distance.	✓	
Experience of managing budgets.		✓
Experience of working for a charity with an understanding of financial reporting processes.		✓
Knowledge of Microsoft 365 and SharePoint.		✓
Experience of human resources and people management.		✓
Interest in the arts / education / environmental sustainability.		✓

Recruitment Timeline

Job Pack goes live	Thursday 22nd May 2025
Deadline for applications	Wednesday 11th June 2025 at midnight
Interviews (Glasgow)	Wednesday 18th June
All applicants notified of outcome	By Monday 23rd June
Post start date	Monday 11th August (ideally)

About the application process

- Applications will be assessed and scored by two members of staff against the person specification. The highest scoring applicants will be invited for interview.
- Shortlisted applicants will be sent interview questions at least 48 hours in advance of the interview.
- Interviews will ideally take place in person (in Glasgow at WASPS South Block Studios, G1 5QH) or online via Teams.
- Interviews will be with Emily Reid, Artistic Director/CEO & Jade Sturrock, Fundraising & Communications Manager.
- An offer, subject to positive references will be made following interviews.
- Unfortunately, as small team we cannot offer detailed feedback to all applicants, but we are able to offer tailored feedback to all who attend an interview.
- We expect to interview up to 6 people (1 day of interviews).
- We reserve the right not to appoint.

Before you apply

If you would like an informal chat about the role prior to applying, please email Emily Reid, Artistic Director/CEO, at emily@ecodrama.co.uk to arrange a phone call.

How to Apply

- Please apply by submitting your CV along with a written statement (maximum of two A4 pages) in no smaller font size 12 attached by email to recruitment@ecodrama.co.uk
- Your covering letter should refer to the job description, addressing the essential and desirable points in the person specification and how your experience fits the criteria.
- Please ensure you include an email address, phone number and location in your CV.
- Please include contact details for 2 referees, one of whom should be your most recent employer. We will contact your referees after we make an offer subject to references.
- Alternatively, if you would prefer, you may submit your application as a short video (no longer than ten minutes) instead of a written statement, that covers the same points as above. If you have any access requirements or need adjustments, please don't hesitate to get in touch.
- Please complete our [Equality, Diversity and Inclusion Monitoring Form](#).
- You do not have to complete the Equal Opportunities Monitoring form. However, it is a useful tool for helping us to monitor the effectiveness of our recruitment process. In accordance with the Data Protection Act 1998, the information you have provided will only be used for the purpose of equality monitoring.

Thank you for your time. Please visit us at www.ecodrama.co.uk

