**Operations & Finance Coordinator,
Glasgow School of Art Student’s Association (GSASA)**

**Job Description**

**Role Profile**

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| Job Title | **Operations & Finance Coordinator** |
| Reports to: | Charity Director |
| Direct reports: | n/a |
| Location: | Hybrid working - GSASA Assembly Building, 20 Scott Street, Glasgow  |
| Working patterns: | 0.4FTE permanent position15 hours a week. Flexible working possible via discussion. (GSASA typical working hours are 10am – 5.30pm, Monday to Friday.)Annual leave: 31 days + 11 holidays (FTE) pro-rated |
| Salary: | £32,662.50FTE (*0.4FTE at £13,065 pro-rated*)21.5% ER and 5.0% EE Pensions |
| Other information: | This post is subject to a three-month probationary period and two-months’ notice of termination by either party, subject to usual employment law requirements. |

**Background**

We are a registered Scottish Charity and independent Students’ Association which supports and promotes the interests of its student members while studying at the Glasgow School of Art.

The Students’ Association is committed to widening access to education and the arts. We believe in offering space and support to all students and members regardless of their resources and experience. The Association is committed to programming and working with organisers who reflect our student communities and their values, concerns and interests. We are particularly committed to offering opportunities to our student members, dedicated to their personal and professional development during their time at GSA.

*What does ‘student-led’ mean to us at GSASA?*

To us, ‘student-led’ means actively listening to student voices, and enabling our student sabbatical leaders to guide and advocate for the resources and support students need to enable their time at GSA the most ambitious and creative experience that it can be. We work with organisations and partners to provide resources, passion and guidance, facilities, and financial support – the structures and tools to enable students to thrive.

**Purpose of Role**

GSASA is developing its operations to better support growing student activities, engagement projects, and charitable responsibilities. The Business Operations and Finance Coordinator will oversee finance administration — including invoicing, payroll, and financial reporting — while also coordinating the Association’s operational needs.

They will act as a key point of contact between GSASA and external service providers including accountant, payroll provider, HR provider, NUS Charity, GSA departments, and other external experts; including external regulators such as HMRC, OSCR, and ICO.

This role will ensure GSASA’s operational requirements are proactively managed, escalating issues as needed to maintain smooth, risk-managed, compliant, responsive, and well governed services that support GSASA’s activities, students, and business operation’s needs.

Key Relationships:

* Internal: GSASA Board of Trustees, GSASA Charity Director, GSASA Coordinators, Sabbatical Officers (President and Vice President)
* External service providers: accountants, auditors, payroll providers, HR business partners, legal, Insurance providers and other third-party contractors, NUS Charity
* GSA departments: IT, Facilities Management, Health and Safety, Governance
* Regulators: HMRC, OSCR, ICO

**Key Responsibilities**

Business Operations:

1. Act as the primary operational liaison between GSASA and external service providers, ensuring effective communication, issue resolution, and service delivery.
2. Monitor the delivery of operational services (e.g., IT, facilities, HR advice, health and safety, governance support) and escalate concerns as appropriate.
3. Maintain accurate records of all service agreements, contracts, risk assessments, and compliance documentation, ensuring timely renewals and updates.
4. Coordinate operational matters such as IT access, facilities maintenance requests, health and safety checks, insurance renewals, data protection compliance, and statutory filings (OSCR and ICO).
5. Support the Charity Director in operational policy development, process improvement, and risk management initiatives.
6. Facilitate procurement of goods and services in line with GSASA's charitable and financial procedures.
7. Assist with the coordination of insurance arrangements, health and safety compliance, and regulatory reporting requirements.
8. Support administrative needs related to GSASA's governance, charity status, and regulatory compliance.

Finance Administration:

1. Raise and process invoices efficiently and accurately for a range of stakeholders, including contractors, students, artists, and external partners.
2. Manage and maintain GSASA's accounting software (Xero), ensuring accurate upload, reconciliation, and recording of financial transactions.
3. Liaise with external accountants and payroll providers, supplying timely and accurate data for monthly management accounts and statutory returns.
4. Process and submit monthly payroll information to external payroll providers, ensuring timely payment and compliance with HMRC regulations.
5. Support the Charity Director in the production of the annual financial budget for Board approval and submission to GSA.
6. Work collaboratively with GSASA staff to support project, event, and society budgeting.
7. Produce quarterly financial reports and risk updates for the GSASA Board of Trustees, in collaboration with the Charity Director.
8. Coordinate monthly management accounts for GSASA management, in collaboration with the Charity Director.
9. Liaise with HMRC and external payroll providers on matters relating to tax, national insurance, and payroll compliance.
10. Maintain secure, well-organised records and payroll files to support the external audit, annual financial reporting, and OSCR compliance.
11. Manage year-end financial processes, including reconciliations, audit preparation, and submission of returns to regulators.

General:

1. Undertake appropriate professional development to maintain financial, business options, and sector knowledge.
2. Assist in wider GSASA activities and projects as required, contributing to a positive, collaborative organisational culture.
3. Uphold GSASA's Mission, Vision, Values, and commitment to equality, diversity, and sustainability in all activities.

**Person Specification**

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| **Qualifications**  | **Essential** | **Desirable** |
| Educated to degree and/or equivalent level of experience in a relevant field | X |  |
| Financial training or qualification |  | X |
| **Knowledge and Experience**  |  |  |
| Thorough knowledge of financial and accounting policies and procedures |  | X |
| Knowledge and proficiency in IT systems, and use of technology for home working | X |  |
| Knowledge and experience of processing invoices in a timely and efficient manner |  | X |
| Experience of setting and managing budgets, and reporting on financial goals and progress | X |  |
| Knowledge and proficiency in complying with GDPR and Data Protection regulations and policies | X |  |
| Experience of working with OSCR/charity finance reporting and regulations |  | X |
| Experience in writing or implementing a Reserves Policy |  | X |
| **Skills and Attributes**  |  |  |
| Strong administrative and organisational skills, with excellent accuracy and attention to detail and the ability to meet deadlines. | X |  |
| Excellent time management and prioritising skills with sound attention to detail | X |  |
| Understanding of and commitment to diversity and equal opportunities |  | X |
| Ability to work effectively in a small team (with the staff and student representatives) and capable of operating with minimum supervision |  | X |
| Excellent written and oral communication skills |  | X |

**Application Process**

Complete the application form, save it with your name in the title, and submit it via email to gsasa@gsa.ac.uk before the deadline.

If you require the application form in another format, email gsasa@gsa.ac.uk

On the application form we ask you for two references. Any job offer will be conditional on satisfactory references from both named individuals/organisations on your application. We won’t contact your named reference providers before interview. Ideally, we’d like references from previous employers, but we are aware that is not always possible. They should, however, be able to comment on your suitability for this role and should not be a member of your family.

If you are successful and are offered the post, we would like you to start as soon as possible, so the offer will be subject to a satisfactory start date.

We welcome applications from everyone irrespective of sexual orientation, gender identity, sex, ethnicity, faith and religion, disability and age, and particularly welcome and encourage applications from trans people, Black People and People of Colour, neurodivergent people and disabled people. What we ask, is that you are committed to the ethos and values of the GSASA (respectfulness, supporting, rewarding, progressive and student-led) and have a genuine interest in the empowerment of students.

You must be UK based and eligible to work in the UK.

Interviews will be one hour long. We will e-mail you approximately five days before that with an interview time.