

# AGILE CITY

## **Job opportunity: Finance & Admin Officer (Part Time)**

[Agile City](#) is delighted to announce an opportunity for a part time Finance & Admin Officer to join our team on a fixed term 12-month contract. [Agile City](#) is a community interest company that creates work and event space for cultural, social and green enterprise. We operate across two buildings in North Glasgow – [Civic House](#) and [Glue Factory](#).

Our mission is to create vibrant, welcoming spaces for our community of users. The success of this environment depends on resilient business operations. The Finance & Admin Officer is key to achieving this core stability. The two main priorities will be ensuring administrative efficiency and expert oversight of our financial systems.

### **Contract Details:**

Hours	15 hours per week
Days / pattern	2 days / 7.5 hours per day
Location	Based at Civic House
Contract type	Fixed term contract - 12 months fixed term contract - February 2026 - February 2027 Annual leave - 12 days (0.4 FTE) annual leave and 4 optional wellbeing days per 12 months Pension - auto enrolment into Nest pension scheme at 3%
Salary:	£28,000 pro-rata (Salary calculated at 0.4 FTE)

### **Key Personal Qualities:**

- **Systems thinker** - Finds professional satisfaction working with systems design at a strategic level, understanding the importance of financial operations for company workflow
- **Digitally literate** - Able to apply skills across multiple digital platforms, with experience connecting software via integrations and automations
- **Attention to detail** - Diligent and proactive, seeking ways of improving efficiency and productivity within our finance and admin systems
- **Self-starter Mentality** - motivated and taking initiative to work independently on agreed tasks and projects.
- **Excellent time management** - working responsively with the ability to prioritise workload and meet deadlines

## The Role:

The Finance & Admin Officer is the guardian of the company's finance and admin system. This operational foundation is key to the delivery of all of our work, unlocking our team's ability to connect with our clients, members and audiences. We want to work with someone that is able to review our current system with a new perspective, with the ability to enhance our finance and administration systems to improve our company productivity - seeking ways of automating or integrating workflows.

The Finance and Admin Officer will be across the following workstreams:

### Financial Administration

- Monthly management reporting - prepare management reports with executive summaries of our financial health for review by our leadership team and board of directors
- Weekly bills processing - assigned project and fund codes to all invoice via our financial document management system **Hubdoc**
- Weekly Xero bank reconciliation - across all company accounts, maximum 200 lines per month
- Payment run processing - collating and assigning all supplier bills on a bi-weekly basis
- Payroll processing
- Petty Cash - Support the head of Events & Operations by overseeing our petty cash management
- Xero systems management - setting up and cleansing out of date tracking codes, setting up bank rules,
- Bookkeeping - monitoring aged payables/receivables and approving team expenses
- Monthly VAT reporting - generated using Xero
- Annual Reports - work with Exec. Director to prepare necessary evidence for annual accounting submission

### Administration Support

- Document management - Maintain and organise all digital company files, contracts, and sensitive records, ensuring data security and easy retrieval.
- IT system oversight - ensuring our data systems are well maintained and integrated - LastPass, Google Workspace
- Onboarding - Handle the administrative onboarding process for new staff, including collecting required paperwork and setting up payroll profiles.
- Fund Management - Support the Exec. Director by organising files and submission documents linked to capital fund management
- Ensuring our compliance with policy level procedures and filings.

### Automations & Integrations

- Proactively identify and recommend ways to streamline or automate administrative processes to save time and increase efficiency
- Oversee existing integrations between our financial management system, booking platforms and payments systems to ensure smooth trading operations
- Implement **Zapier** to create trigger points between our platforms to reduce the administrative burden on our team to create repetitive documentation

<b>Skills and attributes</b>	<b>Essential / Desirable</b>
Proven experience in an accountancy or bookkeeping role	Essential
Expert knowledge of accountancy software Xero	Essential
Professional experience overseeing document management software Hubdoc or equivalent	Essential
Experience using Google Workspace & G-Drive	Essential
Excellent time management skills, with the ability to prioritise and work to tight deadlines	Essential
Excellent communication skills in spoken and written English	Essential
Experience managing administration tasks in a professional context - reporting, filing, coding,	Essential
Highly organised and system focused - finds professional satisfaction in being well-organised and using / improving systems to enhance productivity	Essential
Experience with financial tracking and reporting (e.g., against targets and utility costs).	Essential
<i>Familiarity implementing software integrations - eg. Xero &gt; Booking software &gt; Payment system via embedded integrations or through the use of Zapier</i>	<i>Desirable</i>

<b>Responsible for:</b>	<b>Responsible to:</b>
Operational efficiency of our finance systems	<u>Line manager</u> : Executive Director
Expert oversight of our financial health and administrative operations	<u>Team</u> : Head of Events & Operations, Facilities Manager, Community Coordinator, Events & Weddings Coordinator
Implementing automations and integrations to support team productivity	

## How to apply

Any questions - [hr@agile-city.com](mailto:hr@agile-city.com)

Complete application form - [link here](#)

Send a CV - [hr@agile-city.com](mailto:hr@agile-city.com)

**Deadline – Friday 23<sup>rd</sup> January 2026, 12:00**

Applicants will be informed of interview – **w/c 26<sup>th</sup> January 2026**

Interviews – **w/c 26<sup>th</sup> January 2026**

Anticipated start date – **Mid February 2026**

If you have any questions about the role, or the application process, contact: [HR@agile-city.com](mailto:HR@agile-city.com)