



**FINANCE AND ADMINISTRATION OFFICER  
JOB APPLICATION PACK  
JANUARY 2026**

**LEAP**

## 1. JOB DETAILS

<b>Job Title</b>	<b>Finance and Administration Officer</b>
<b>Reports to</b>	<b>Business Improvement Manager</b>
<b>Location</b>	<b>Glasgow, office based</b>
<b>Hours</b>	<b>37.5</b>
<b>Contract</b>	<b>1-year fixed term, with the possibility of extending</b>
<b>Salary</b>	<b>£25,164</b>
<b>Entitlements</b>	<b>35 days annual leave inclusive of public holidays</b>
	<b>Pension scheme</b>

## 1. JOB PURPOSE

The Finance and Administration Officer is responsible for supporting the effective financial management and day-to-day administration of the charity. The postholder will ensure accurate financial processing, robust record-keeping, and efficient administrative systems that enable the organisation to deliver its charitable objectives in line with regulatory, funder, and governance requirements.

This role is key to maintaining strong financial controls, supporting budgeting and reporting, and providing high-quality administrative support across the organisation.

## 2. ESSENTIAL DUTIES AND RESPONSIBILITIES

### **Finance**

1. Process day-to-day financial transactions, including purchase invoices, expense claims, sales invoices, and receipts.
2. Maintain accurate and up-to-date financial records using the charity's accounting system.
3. Reconcile bank accounts and control accounts on a regular basis.
4. Support the preparation of monthly management accounts, budget monitoring reports, and cashflow forecasts.
5. Assist with payroll processing, pension contributions, and statutory deductions (liaising with external payroll providers where applicable).
6. Monitor income from grants, contracts, and donations, ensuring accurate coding and reporting against budgets and funder requirements.
7. Support the preparation of information for annual accounts, audits, or independent examinations.
8. Ensure financial procedures comply with charity law, OSCR requirements, funder conditions, and internal financial policies.

### **Administration and Office Support**

1. Provide general administrative support including meeting coordination and minute-taking.
2. Maintain organisational records, including contracts, policies, insurance documents, and governance paperwork.
3. Support HR administration, including recruitment paperwork, staff records, and onboarding/offboarding processes.
4. Manage office systems and supplies, including IT equipment, stationery, and facilities arrangements.
5. Act as a first point of contact for finance and administration queries from staff, suppliers, and external stakeholders.

### **Governance and Compliance**

1. Support the administration of Board meetings, including preparing papers, taking minutes, and maintaining action logs.
2. Assist with regulatory returns and compliance requirements, including OSCR reporting and funder monitoring information.
3. Support the implementation and review of internal policies and procedures relating to finance, administration, and data protection.

## **Systems and Continuous Improvement**

1. Contribute to the development and improvement of financial and administrative systems and processes.
2. Support the effective use of digital tools to improve efficiency and data accuracy.
3. Identify risks or issues within finance and administration and escalate appropriately.

## **Other**

1. Undertake any other reasonable duties commensurate with the role.
2. Work collaboratively with colleagues to support the charity's values, aims, and strategic objectives.

#### 4. PERSON SPECIFICATION:

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications/ Training	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Finance systems training</li> </ul>	Application Form
Experience/ Knowledge	<ul style="list-style-type: none"> <li>• Demonstrable experience in a finance and/or administrative role, ideally within the charity or public sector.</li> <li>• Experience of processing financial transactions and maintaining accurate financial records.</li> <li>• Experience of using accounting software (e.g. Xero, Sage, QuickBooks, or similar).</li> <li>• Experience of working with budgets and basic financial reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing expense card system (such as Equals, Pleo, Wise, Soldo)</li> <li>• Experience of financial administration in multiple currencies</li> </ul>	Application Form
Skills	<ul style="list-style-type: none"> <li>• Strong numerical skills with excellent attention to detail and accuracy.</li> <li>• Excellent verbal and written communication skills including the ability to deal competently with people at all levels</li> <li>• Good organisational and time management skills, with the ability to manage competing priorities.</li> <li>• Highly skilled in the use of digital platforms (such as PayPal, SumUp,</li> <li>• Ability to learn quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to support staff and volunteers with financial processes</li> </ul>	Application Form / Interview
Values	<ul style="list-style-type: none"> <li>• Your work will reflect the wider values of LEAP's work which includes being strengths based and community focused.</li> <li>• Committed to fairness, equality and transparency</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of equality and human rights for LGBTIQ+ people</li> </ul>	Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to work autonomously</li> <li>• Ability to self-motivate and work with competing priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in sport</li> <li>• Engaging and personable</li> </ul>	Application form, interview

## 5. RECRUITMENT TIMELINE

<b>Mon 02/02/2026</b>	<b>Job advertised</b>
<b>Mon 23/02/2026</b>	<b>Application closing date</b>
<b>Wed 25/02/2026</b>	<b>Shortlisting - all applicants informed</b>
<b>Mon 02/03/2026</b>	<b>Interviews</b>
<b>Fri 06/03/2026</b>	<b>Appointment - all interviewees informed</b>

The recruitment process will be handled via [recruitment@leapsports.org](mailto:recruitment@leapsports.org). Please direct all enquiries to here.