

# FINANCE AND ADMINISTRATION CO-ORDINATOR

## WHAT WE ARE LOOKING FOR

We are looking for someone who can bring strong financial skills, alongside excellent attention to detail and the ability to work effectively as part of a small, collaborative team. You will be confident working with financial systems and numbers, maintaining accurate and well-organised records, and producing clear, reliable financial reports that help us understand, manage, and plan our finances with confidence.

Just as importantly, you will be organised, dependable, and proactive, with a flexible approach and a willingness to get involved in a varied role that also supports our office operations, staff team, and members. Strong communication skills and the ability to manage competing priorities in a busy environment are both essential.

## JOB PURPOSE

This is a unique opportunity to play a vital behind-the-scenes role in a community-led organisation that is actively working to bring empty buildings back into use and help shape a vibrant, sustainable future for Dumfries town centre.

As Finance and Administration Co-ordinator, you will play a key role within our team, providing essential financial and administrative support to staff and the Board. The core focus of the role is financial management; however, you will also contribute to the effective running of our office and the ongoing development of our membership systems. Working as part of a small committed team, this role is central to maintaining strong financial systems, enabling informed project planning and strategic decision-making. Your accurate financial record-keeping, timely reporting, and effective behind-the-scenes support will be vital to our organisation's continued success.

## TERMS AND CONDITIONS

**Hours:** 17.5 hours per week

**Salary:** £32,000 pro-rata

**Working Pattern:** Primarily weekday during office hours with occasional evening or weekend working for events. Working pattern to be agreed with line manager upon appointment.

**Contract:** Initial 9 month contract, to be extended subject to funding

**Reports to:** Executive Director

**Working Location:** Standard Building, 139 High Street, Dumfries, DG1 2QT

This is an-in person on site role with occasional home working by prior arrangement.

**Probation period:** 3 months

**Holidays:** 34 days per year (pro-rata)

**Pension:** We offer a NEST pension scheme.

**Preferred Start Date:** 1<sup>st</sup> July 2026

## **JOB DESCRIPTION : Job Duties**

### **1. Financial Management and Accounting (75%)**

1. Maintain accurate and up-to-date financial records using Xero accounting software and associated systems.
2. Process income and expenditure, including invoices, bank transactions, expenses, and debit card activity, ensuring appropriate authorisation and adherence to internal controls.
3. Manage accounts payable and receivable, including monitoring aged debtors and creditors, and following up on overdue accounts as appropriate.
4. Produce detailed monthly cash flow statements and reports using both Xero and Excel.
5. Prepare financial reports as required by funders, Executive Director and our Board of Trustees.
6. Adapt and implement systems for monitoring budgets and cash flow.
7. Liaise with our accountant regarding payroll, annual accounts and management accounts.
8. Liaise with suppliers, utility providers, and contractors regarding accounts and billing queries.
9. Work closely with our Enterprise Manager in relation to booking systems and rental payments.
10. Liaise with other members of the staff team to manage premises-related costs.
11. Undertake any other relevant tasks to ensure effective financial management.

### **2. Membership Support (15%)**

1. Assist our Community Engagement Co-ordinator and Executive Director in carrying out an audit of current MSQ membership systems.
2. Provide administrative support with a membership survey to ensure that the information we hold is up to date and complete.
3. Assist with the introduction of a new online system for capturing members' details and communication preferences.

### **3. Office Management and General Administration (10%)**

1. Act as the first point of contact for general enquiries via email and phone and direct emails and calls appropriately to other members of the staff team.
2. Support the smooth running of office administration systems, including phone and IT contracts, purchasing stationery and other office and building supplies.
3. Provide administrative support to staff at key events and meetings.
4. Provide admin support to staff/Board to ensure the smooth running of our AGM.
5. Carry out any other reasonable tasks that support the purpose of this role and the aims and vision of Midsteeple Quarter.

## **PERSON SPECIFICATION**

### **Essential Criteria**

1. At least 3 years' experience in financial administration, bookkeeping, and/or accounting
2. Experience using accounting software (e.g. Xero or similar)
3. Strong numerical and analytical skills with excellent attention to detail
4. Ability to produce accurate financial reports and complete account reconciliations
5. Good understanding of financial controls, processes, and compliance requirements
6. Excellent IT skills, including proficiency in Microsoft Excel
7. Strong organisational skills with the ability to manage multiple priorities and meet deadlines
8. Excellent written and verbal communication skills
9. High level of accuracy and consistency in all work
10. Ability to work effectively as part of a small team
11. Reliable, proactive, and able to use initiative
12. Commitment to the aims and values of Midsteeple Quarter
13. Ability to work primarily in-person in Dumfries.

### **Desirable Criteria**

1. Substantial experience using Xero accounting software
2. Experience working in the charity, community, or third sector
3. Knowledge of payroll processes
4. Experience supporting governance processes (e.g. Board meetings, AGMs)
5. Experience using databases, CRM systems and/or membership management systems

## APPLICATION PROCESS

### To apply

Please email [recruitment@midsteeplequarter.org](mailto:recruitment@midsteeplequarter.org) with

- Your CV
- A covering letter (2 sides A4 maximum)

*Please include the title of the job and your surname in the email subject title.*

The **deadline** for applications is **9 am on Monday 1<sup>st</sup> June**. Late applications will not be considered.

**Interviews** are expected to take place in person during the **week beginning Monday 8th June**.

We welcome applications from people currently underrepresented within our organisation and wider sector.

This includes (but is not limited to):

- people from Black, Asian and minority ethnic communities
- disabled people
- people from lower -income backgrounds
- young people or those early in their careers

We recognise that not everyone will meet every requirement listed. If you are excited about the post we encourage you to apply.

If you require this application pack in an alternative format, or would like to discuss any reasonable adjustments for the application or interview process, please contact us at [recruitment@midsteeplequarter.org](mailto:recruitment@midsteeplequarter.org)

If you have any questions about this post you can phone our Executive Director Tim Cowen on 07542 197895

## ABOUT US

Midsteeple Quarter is a pioneering community benefit society, a community-led initiative working to revive the heart of Dumfries town centre. Our vision is to transform a row of underused High Street buildings into a vibrant, inclusive neighbourhood where people can live, work and connect.

By bringing key properties into community ownership, we are renovating and repurposing them to provide affordable housing, workspaces, social enterprise opportunities and cultural activity. Through this approach, Midsteeple Quarter is empowering local people to shape their town's future—restoring civic pride, strengthening social connections and supporting economic renewal.

As a result of our work, the community of Dumfries owns the following buildings:

- 135-139 High Street (The Standard) – new building completed
- 117-119 High Street (The Press/Printworks) – in meanwhile use for retail and pop up events
- 113-115 High Street (The Smithy) – in meanwhile use for retail space
- 111 High Street (Flourish) – in meanwhile use for retail space and office/studios
- 109 High Street/51 Bank Street – with planning permission for residential flats on upper floors and being used as meanwhile retail space on ground floor.

The Standard Building was completed in November 2024. The upper floors are comprised of seven apartments for mid-market rent (including one dedicated as a work/living space for creative professionals.) The lower floors contain a mix of enterprise, community, meeting, event, office and studio space.

With The Standard Building completed, work has started to identify options for the long-term regeneration of three of our other buildings. Dumfries architecture firm Robert Potter and Partners has been commissioned to carry out a feasibility study on the transformation of 111 High Street (Flourish), 113-115 High Street (The Smithy) and 117-119 High Street (The Press/Printworks). The study is expected to be completed in time for our AGM in the autumn.

Our previous finance and admin co-ordinator left MSQ in September 2025 and currently the work is being done by a freelance worker on a temp basis. Now we have confirmed funding for the year, we are looking to employ somebody back on the payroll. This is considered a core role, and although initial funding is only currently confirmed until end of March 2027, we very much expect this to become a long term position that will play a pivotal role in the future success of MSQ.

Current funding for the post comes from Scottish Government Investing in Communities Fund.

For further background information please visit our website <https://www.midsteeplequarter.org/>