



Finance & Administration Officer

Scottish Rural Action (SRA) seeks to be a powerful voice for the people of rural Scotland by building a rural movement which empowers and connects our communities. Our Finance & Administration Officer will be responsible for supporting the work of SRA by managing our financial information and transactions and carrying out administration tasks. The successful candidate will be experienced in these activities and willing to work as part of a small and committed team.

Hours: 1 day/week, flexible work pattern to be agreed with successful candidate

Salary: £3,296 per annum (£8.45/hour)

Based: Homeworking

Pension: 6% contribution

Holiday: 33 days/annum pro rata

JOB DESCRIPTION

1. Support the administration of Scottish Rural Action as required.
2. Respond to general correspondence and email.
3. Administer salaries, deal with employment information and pension plans.
4. Prepare the annual accounts for our accountant.
5. Manage the Scottish Rural Action membership, contact lists and database.
6. Manage all financial transactions and maintain accurate and detailed financial records.
7. Prepare balance sheets and cash-flow forecasts for the SRA board of directors.
8. Provide support for the Annual General Meeting, conference and election.
9. Other tasks as required.

PERSON SPECIFICATION

Essential criteria

1. Experience in managing financial transactions including payroll.
2. Ability and experience in keeping accurate records.
3. Ability and experience in managing mailing lists and databases.
4. Ability to prepare cash-flow forecasts and balance sheets.
5. Excellent written and verbal communication skills.
6. Excellent IT skills including competent high-level use of Office programmes.
7. Willingness to work from home.

Desirable criteria

1. Experience of and understanding of living in a rural community.
2. Experience of working with volunteers and in a small team.
3. Ability to use Sage.