



Staffin Community Trust ~ Urras an Taobh Sear

Job Title: Finance and Administration Officer (part-time)

Post: Employed by SCT or self-employed

Contract: 1 year contract initially.

Start date: TBC

Hours: Six per week, with potential to expand the role.

Salary: £25 p/h for self-employment.

Location: SCT office, Staffin / hybrid, work from home.

Report to: SCT Development Officer.

Annual Leave: 25 days including bank holidays pro rata (if an employee).

Pension: 3% employer pension contribution (if an employee).

Closing date: Monday, August 18 2025

SCT/ UTS is one of Skye's oldest development trusts, having formed more than 30 years ago. Since then, SCT's voluntary board of directors and small workforce - strongly supported by the community - have delivered a range of social, economic, heritage and infrastructure projects worth more than £5million.

Through the completion of projects, such as the award-winning £1.6m Taighean a' Chaiseil development - SCT has become a landlord owning various assets with increased obligations and additional responsibilities to tenants and other stakeholders.

That led to SCT employing its first Finance and Administration Officer in 2022 to handle financial outgoings, payroll, VAT claims, liaising with SCT's accountancy firm etc making a positive impact on SCT's day-to-day operation. The successful candidate will work alongside our current Finance Officer to ensure a smooth transition.

We are looking for a hardworking, talented individual with experience of managing financial records and office administration. The ideal candidate will be organised and

efficient and become an active and valued member of our small team, working closely with staff and treasurer to support the smooth day-to-day running of SCT. The postholder will be committed to continually improving its finance and administration systems to ensure proper financial governance.

The main responsibilities of the post will include:

Financial Responsibilities:

- Processing payments in a proper and timely fashion including monthly payroll.
- Keeping income and expenditure records up to date. Monthly financial reports are prepared by the auditors.
- Managing the administration of donations and grants.
- Accessing bank records to manage the financial accounts.
- Working with SCT's chartered accountancy firm to prepare and submit annual audited accounts.
- Liaising with suppliers as necessary.
- Submitting monthly VAT returns
- Working with the staff team to submit applications and claims related to funding.
- Supporting SCT board meetings and AGM's
- Support SCT activities and events when required

Essential Criteria

- Experience in finance / business administration / or relevant experience.
- Good general computer competence (Word, Excel, Web, Email, Powerpoint, Databases and QuickBooks).

Desirable Criteria

- A good standard of education to Higher level.
- Experience of financial record keeping, grant claims and administrative work.
- Ability to be an effective member of the team.
- Willingness to work flexibility in line with the requirements of the role. The role may require occasional evening work.
- Ability to speak and understand Gaelic
- Experience working in the voluntary / community sector.
- Ability to travel using own transport with a clean driving licence.

Training: training can be given and there will a hand-over period.

Location: preferably weekly office visits, if possible, but can be remotely done.

If you have any queries, please email staffin.ido@gmail.com

To apply please send a CV and covering letter explaining your interest and suitability for the post to by **Monday, August 18 2025.**