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**Job Title: Accounts Administrator (Part-Time, 1.5 days/week or 10 hours per week)**

**Location:** Remote (Scotland-based applicants preferred)

**Salary:** £37,800 FTE (pro rata for 1.5 days/week: **£11,340 per annum**)

**Contract Type:** Fixed-term (initial 12 months, with possible extension)

**Reports to:** Accounts Weaver (Finance Lead)

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**About SCCAN:**

The Scottish Communities Climate Action Network (SCCAN) is a membership-led organisation supporting community-led climate action across Scotland. Through networking, training, storytelling, and collaborative projects, we aim to amplify local climate responses, build community resilience, and promote equitable, sustainable solutions.

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**Role Summary:**

We are seeking a reliable and detail-oriented **Accounts Administrator** to support the financial administration of SCCAN's day-to-day operations. Working closely with the Accounts Weaver and project leads, you will help maintain accurate records, support reporting processes, and ensure smooth financial operations in a busy and dynamic team.

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**Key Responsibilities:**

- **Financial Record-Keeping:** Accurately record transactions in accounting systems (e.g. QuickBooks, Xero, or similar) in line with SCCAN's procedures.
- **Invoice & Payment Processing:** Raise and track invoices, process expenses and payments, and monitor outstanding balances.
- **Grant & Project Admin Support:** Maintain records for multiple project budgets, ensuring income and expenditure are coded correctly.



- **Bank Reconciliation:** Assist in reconciling bank accounts and maintaining up-to-date financial data.
  - **Reporting Support:** Prepare regular budget tracking reports and expenditure summaries for internal teams and funders.
  - **Document Management:** Maintain digital filing systems for receipts, invoices, and financial documentation, ensuring audit readiness.
  - **Liaison:** Support communication with suppliers, funders, and team members on financial queries.
  - **General Admin Support:** Assist the Accounts Weaver and any other member of the organisation, where appropriate, with other admin duties as needed during reporting cycles or busy periods.
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### **Essential Skills and Experience:**

- Experience in bookkeeping or financial administration roles.
  - Awareness of accounting software (e.g. Xero, QuickBooks, FreeAgent).
  - High level of accuracy and attention to detail.
  - Strong organisational and time management skills.
  - Ability to work independently and handle confidential information responsibly.
  - Good digital literacy, including Excel/Google Sheets and cloud file management.
  - Awareness of the practices and structure of a sociocratic organisation.
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### **Desirable:**

- Experience supporting finances in charities or community-led organisations.
- Understanding of grant funding processes and project-based finance.



- Interest in community development or climate action.
  - A knowledge of sociocratic structures.
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### **Time Commitment:**

1.5 days per week (0.3 FTE), flexible working hours. Fully remote role, with optional in-person meet-ups.

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### **Salary:**

£37,800 FTE. Actual salary: **£11,340 per annum (1.5 days/week)**.

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### **To Apply:**

Please send your CV and a short covering note explaining your interest in the role and your relevant experience to [craig@sccan.scot](mailto:craig@sccan.scot).

You can email any questions to the same email address.

The closing date is 31st May 2025