



Mountaineering Scotland

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Job Description

Finance and Admin Officer (Part-time contract 0.6 FTE, 21 hrs 36mins p/wk)

The Role

This is a key role providing support for the CEO and Treasurer of Mountaineering Scotland in managing all aspects of the company finances. The post holder will also support the day to day running of the office as part of the Member Services & Communications Team.

Job Context

More people than ever before are exploring Scotland's world-renowned landscapes and it's an exciting time to be working with Mountaineering Scotland as part of a small but dedicated team focused on ensuring members get the most out of these unique places. Mountaineering Scotland is the representative body for hill walkers, climbers and ski-tourers and campaigns actively on a wide range of issues including access rights, protection and conservation of the mountain landscape. We are a not-for-profit company with twelve employees, a growing membership of over 15,500 and a turnover of over £500k.

Working with a range of partner organisations, we promote mountain safety through the delivery of skills-based courses and raise awareness of hazards in the mountain environment through a range of communication channels. Mountaineering Scotland is also the national governing body for the sport of indoor climbing, which was an Olympic event for the first time in 2020, and has introduced ClimbScotland, an innovative and successful programme which encourages young people to take up the sport of climbing.

The post holder will report directly to the Chief Executive Officer and also be part of the Member Services and Communications team, working closely with all members of staff in their role. This is



an important position within the organisation, leading on all aspects of the company finances and supporting the CEO and Board of Directors. The postholder will also play a key role in running of the company office and supporting the work of the Membership and Communications Team.

Mountaineering Scotland is committed to being an employer and volunteer organisation that recognises and encourages equal opportunities, diversity, inclusion and respect in the workforce, with employment conditions and practices that ensure all staff and volunteers are treated equitably. We particularly welcome applications from those who are significantly underrepresented in our sector, such as women, people with disabilities (including hidden disabilities) and individuals from Black and Minority ethnic communities.

Main duties and responsibilities

Finance and bookkeeping

- Manage the annual budgeting process and report on variances (favourable and non-favourable) on a quarterly basis for the management team and the Board.
- Prepare reports for the CEO, the Finance Advisory Group (FAG), Board of Directors and other management meetings:
 - a. Support the CEO with the preparation of papers for the Finance Advisory Group and Board.
 - b. Prepare relevant finance reports for Board & FAG
 - c. Produce reports for the ClimbScotland and Mountain Safety Teams
- Lead the production of the year end accounts including and assist the company's auditors/external examiners with the end of year review.
- Operate and control the company's financial software and online banking.
- Review all payments that are processed to ensure accuracy.
- Ensure that all transactions and undertakings conform to legislation and any other standard requiring compliance.
- Ensure effective credit control procedures are implemented to minimise overdue debtors.
- Assist with the procurement of equipment, and management of services / contracts relating to the day-to-day operation of the office
- Ensure all staff, committee, board and volunteers claim expenses in line with our travel and subsistence policy.
- Support the submission of funding applications and reports to be submitted to **sportscotland** and manage all relevant documentation to support application.
- Answer all queries relating to finance either verbally or in writing, carrying out investigative work as necessary.

Other duties

- Provide general admin support to ensure smooth running of head office.
- To support the CEO in the administration of preparation of papers for the FAG and Board meetings including issuing agendas and taking the minutes.

- Be a point of contact for member and prospective member and club enquiries, providing a friendly, responsive and consistent service to all enquiries.
- Carry out administrative activities relating to club and individual membership, including processing new memberships, renewals and donations, and generating the relevant paperwork.
- Proactively promote the benefits of Mountaineering Scotland membership to prospective members and clubs.
- Supporting the delivery and mailing of post.
- Work with the staff team to explore and develop new ways to manage membership and events admin and processes to improve customer experience and efficiency.
- Develop an understanding of creating and amending reports in the membership database through training and the support desk.
- Follow data protection policy and good practice at all times to ensure the privacy and security of members personal data.
- Any other duties as deemed necessary from time to time.

PERSON SPECIFICATION – EXPERIENCE & SKILLS

Essential Attributes

- Experience of financial management and book keeping
- Excellent oral and written communications skills.
- Experience of using and administration of Sage accounting software
- Good working knowledge of Microsoft packages particularly Excel, Word, Outlook, Teams and willingness to learn new applications as required.
- Experience of data entry and an ability to analyse data and produce reports.
- Working knowledge of GDPR/current data protection legislation and cyber security best practice.
- Ability to use own initiative, prioritise and organise own workload and manage conflicting priorities while meeting deadlines.
- Excellent organisational skills, methodical approach to planning and attention to detail
- Creative, forward thinking, flexible approach.
- Willing to attend occasional events out of office hours (weekends/evenings).

Desirable Attributes

- Interest in and understanding of issues relevant to Scottish mountaineering and indoor climbing.
- Experience of attending Board / senior management meetings and the ability to prepare and issue agendas and take minutes of meetings.
- Experience of working within a membership organisation or member of a club.
- Clean driving licence.

Expectation

The post holder is expected to understand, and where appropriate, apply the policies and procedures contained in the Mountaineering Scotland Company Manual.

Accountable to whom

The post holder reports directly to the Chief Executive Officer who is the line manager but they will also report to the Member Services and Communications Manager in relation to general administrative duties.

Working Hours & Remuneration

This is a part time post at 0.6 full time equivalent position working 21hrs and 36 mins a week with the option to work flexibly during office hours to be agreed on appointment. The contracted place of work will be the office in Perth however there is the potential for home / remote working subject to negotiation.

The FTE salary for the post is on the Administrator / Senior Administrator scale from £17,479 to £21,788 pro rata and the position on the scale will be negotiable on appointment depending on previous experience.