Glenkens Community & Arts Trust

Job Description:

Finance / Business Support Manager

Employee role, 28 hours/week (negotiable), permanent

Salary £31-34k (pro-rata £25k -£27k)

Our Aims

The Glenkens Community & Arts Trust has a long track record of economic regeneration through arts and community work in the Glenkens. We are a key anchor organisation for the area, with a clear vision of making the Glenkens an excellent place to live for people of all ages. We do this by:

• Interweaving Arts, Community and Heritage to enrich the life of the area.

• Delivering our Artistic Vision with passion and creativity.

• Supporting many activities core to the quality of life of people and environment of the Glenkens.

• Driving economic and social regeneration of the area through championing the delivery of the Glenkens & District Community Action Plan.

Overall Role and Accountability

Being a key member of the GCAT management team, the Finance Manager will work closely with our Chief Executive and management team colleagues to ensure that GCAT and its projects are well managed financially.

The Finance Manager reports directly to the GCAT Chief Executive. As well as the Board of Trustees and Chief Executive, they will be supported by the Audit and Finance Committee. The Finance Manager supports the Business Support Assistant for GCAT financial administration and provides technical financial support to the Galloway Community Transport Finance Administrator.

Principal responsibilities

- To ensure effective financial stewardship of GCAT, ensuring a robust and secure financial system for the organisation.
- To provide the Chief Executive and Board with any financial information needed to ensure good governance of the organisation.
- To provide an effective business support function which underpins and supports the effectiveness of GCAT and its projects.
- To support the preparation and implementation of business strategies, plans and budgets for all GCAT projects.
- To develop the GCAT financial processes in the spirit of continuous improvement, adopting new technology where relevant.

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The successful candidate will demonstrate the following skillsets (see also Person Specification).

- Understanding of **project budgeting and invoicing.**
- **IT Proficiency**: Confident user of Microsoft Office, particularly Word, Excel, and Outlook. Experienced in use of Xero accounting software.
- **Collaboration**: Demonstrates excellent teamwork and collaboration skills, with the confidence to engage with a wide range of internal and external stakeholders.
- **Adaptability**: Able to adopt a flexible and positive approach, managing multiple tasks concurrently and responding effectively to tight deadlines.
- **Attention to Detail**: Strong focus on accuracy.
- **Communication**: Strong interpersonal skills with the ability to communicate effectively at all levels. Able to build and maintain positive relationships with colleagues, clients, and stakeholders.
- **Time Management**: Excellent organisational and time management skills, with the ability to prioritise and manage a varied workload independently.
- **Analytical Thinking**: Logical thinker with strong problem-solving skills and attention to detail.

Basic Terms and Conditions

Salary: £25k -£27k pa (pro-rated from FTE level), payable monthly in arrears through PAYE. Permanent contract.

Hours: 28 hours/week – **negotiable**.

Pension: GCAT operates a NEST pension scheme (automatic enrolment after a successful probationary period), contributing 3% to your pension.

Holiday: 26 days (pro-rated from 32) including public holidays.

Base Location: The CatStrand, New Galloway, DG7 3RN. Flexible working offered.

How to Apply:

Email andrew@catstrand.com with CV and Cover Letter, setting out your suitability and motivation for this interesting and valuable role that makes a real difference in the Glenkens.

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PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE	Experience in a Finance role in at least a small-medium sized organisation	Experience of preparing accounts data for Audit
	Experience of preparing and monitoring budgets	Experience in preparing and implementing strategic plans
	Experience of creating monthly financial reports	Experience in dealing with grant administration
	Experience of team and people management and development	Experience of managing handling and recording cash
	Working across multiple teams/projects/budgets	Member of senior leadership team
		Experience working in third sector
KNOWLEDGE & SKILLS	Sound knowledge and experience in using accounting software	Experience of Xero, Approval Max, Float cashflow
	High level of IT skills	Financial or accounting qualifications
	High organisational skills including scheduling, working with deadlines and competing priorities	
	Sound knowledge of using MS Office Suite, in particular Excel.	Presentation skills
	Ability to present and explain numerical/financial data clearly	
PERSONAL QUALITIES	Strong attention to detail and accuracy with an affinity for numerical work	
	Calm and resilient when dealing with multiple deadlines/emergent workflows	
	Ability to lead and motivate your team/colleagues	
	Excellent communication skills	
	Reliable and consistent team member	
MOTIVATION & EXPECTATIONS	Focused on high personal and organisational performance	Based in the Glenkens
	Delivery of a high standard of work and internal customer service	
	Motivated by GCAT's vision and mission	
	Ability to work in person at CatStrand/the Smiddy as requested	

December 2025