

Finance and Operations Officer

The Society is looking for a new member of staff to deliver its financial, HR and operational workflows following the retirement of the current Finance Manager. This role provides essential day-to-day support across finance, HR administration and organisational operations, ensuring accurate transaction processing, efficient workflows and reliable coordination across departments.

Job Description

The Finance & Operations Officer is responsible for day-to-day financial processing, HR administration and operational coordination. The role ensures accurate financial records, smooth administrative processes and effective support for staff across the Society. The postholder works closely with the Finance Manager to maintain strong financial controls, support compliance, and contribute to the efficient running of the organisation.

The Finance & Operations Officer liaises with all areas of the Society and helps provide reports and documentation to the Finance, Audit and Risk Committee and Council. They are line managed by the Finance Manager.

Role: Finance and Operations Officer – part-time, permanent

Salary: £29,200 per annum pro rata

Pension: 10% pension contribution by the employer

Hours: 20 hours per week with 10am to 2pm core hours although some flexible daytime working hours Monday to Friday is possible, with occasional evening and weekend work required with time off in lieu (TOIL) provided

Location: Hybrid at-home and in-person working based at the Society's office at the National Museum of Scotland in Edinburgh. However, as there are several flights of stairs up to the Society offices, we are happy to explore different ways of working.

Reports to: Finance Manager

Probation: Four-month probationary period during which time your skills and suitability for the post will be assessed

Main Responsibilities

1. Financial Processing

- Process purchase invoices, staff expenses, credit card transactions and supplier payments.
- Manage Society credit cards and bank accounts under the oversight of the Finance Manager.
- Deposit payments (sterling and dollars) and maintain accurate financial records.

- Prepare payment runs and upload payment files in line with dual authorisation procedures.
- Support monthly reconciliations (bank, Stripe, PayPal, Direct Debits, Standing Orders).
- Input financial data into Sage, including investment movements and dividends.
- Run routine financial reports and provide data to the Finance Manager as required.

2. HR Administration

- Manage timesheet collation, leave management updates and staff HR records.
- Support recruitment administration, onboarding documentation and induction scheduling.
- Maintain digital HR files and ensure compliance with HR policies and GDPR.
- Provide administrative support for outsourced payroll (data collation, timesheet checks, staff changes).

3. Operational Coordination

- Provide administrative support across finance and operations, including digital filing and workflow management.
- Coordinate suppliers, contracts and office operations.
- Maintain inventories of finance supplies, equipment and subscriptions.
- Support donor stewardship processes including donation acknowledgements.
- Assist with facilities-related tasks and liaise with contractors and service providers.

4. Month End and Reporting Support

- Prepare month end schedules and documentation for review by the Finance Manager.
- Run routine reports from Sage, S360 and CRM systems.
- Collate receipts and documentation for restricted fund reporting.
- Support project managers with financial documentation required for funder reports.

5. Systems and Data Management

- Maintain accurate data across S360, Sage and the fundraising CRM.
- Support digitisation initiatives and workflow automation.
- Assist with system improvements, testing and implementation of new digital tools.
- Ensure data integrity and compliance with GDPR requirements.

6. Customer Service and Internal Support

- Provide responsive support to staff across departments.
- Act as first point of contact for routine finance, HR and operational queries.
- Support internal communications relating to finance, HR and operations.

7. General Responsibilities

- Maintain confidentiality and comply with GDPR and data protection legislation.
- Demonstrate a commitment to the values, mission and ethos of the Society.
- Contribute to ongoing improvement of financial, HR and operational systems.
- Undertake any other reasonable duties consistent with the role and agreed with the Finance Manager.

Person Specification

Essential

- Demonstrable experience of finance administration, including working with Sage or similar accounting software.
- Experience processing invoices, expenses, payments, reconciliations and income.
- Experience maintaining accurate financial records and supporting routine financial reporting.
- Experience providing HR administrative support (timesheets, leave management, staff records).
- Experience providing operational or administrative support in a busy office environment.
- Membership database skills (e.g. S360).
- Excellent interpersonal skills.
- Proactive and analytical approach to problem solving.
- Strong team player with capacity to work collaboratively and independently.
- Ability to follow procedures, maintain audit trails and ensure compliance.
- Strong IT literacy including Sage, CRM systems, Excel and digital workflow tools.

Desirable

- Experience working independently, creatively and flexibly in a small team.
- Knowledge of the Society and the Scottish heritage sector.
- Entrepreneurial outlook.
- Experience communicating effectively with a variety of stakeholders.
- Experience processing Direct Debits, Standing Orders or Gift Aid.
- Experience supporting donor stewardship or membership administration.
- Experience supporting payroll processes or liaising with external payroll providers.
- Experience working in a heritage, cultural or membership-based organisation.
- Knowledge of charity finance law, SORP and internal controls.

How to Apply

Please submit a CV and a covering letter outlining how your experience, skills and knowledge meet the requirements (covering letter to be no more than two sides of A4) by the closing date to the Director, Dr Simon Gilmour FSAScot, at director@socantscot.org.

Closing date: 11:59pm (UK time) on 27 September 2026

Shortlisted candidates will be interviewed in person in Edinburgh or online via Zoom on **12 October 2026**. Reasonable travel expenses can be claimed.

Applicants who are not shortlisted will be informed but unfortunately, no detailed feedback will be possible.

The Society of Antiquaries of Scotland is dedicated to meeting the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and

diversity. Please help us by filling in the Equalities Monitoring Form - a link will be emailed to you with receipt of your application. Filling in this form is voluntary and the results are anonymous and are not used in the recruitment process.

Further Information

For further information on the role, please contact the Director, Dr Simon Gilmour FSAScot, at director@socantscot.org.

About the Society of Antiquaries of Scotland

Our Vision

Scotland's past is for everyone to research, share, enjoy and protect, home and abroad.

Our Mission

The Society of Antiquaries of Scotland is a heritage charity with global membership providing expertise, support and resources to enhance and promote the understanding and enjoyment of Scotland's past. It empowers and facilitates research and innovation, advocating as an independent voice for heritage, and sharing knowledge of the past to everyone.

Our Values

- Collaboration: We collaborate with other organisations, using our independent voice for Scotland's past to act as a focal point for its diverse strands
- Opportunity and transparency: We affirm that everyone should be able to access, participate in and enjoy Scotland's past and support transparency in all decision-making relating to Scotland's heritage
- Research excellence: We support high-quality study of all aspects of Scotland's past, even those that might be considered contentious or uncomfortable
- Equality: We believe that no one holds a monopoly on Scotland's history and that it should be shared by and for everyone and are committed to working towards equality and accessibility in the Scottish heritage sector and beyond

Read more about our purpose and how our values guide this in our [Strategic Plan](#).

What We Do

We were established over 245 years ago and actively support the study and enjoyment of Scotland's past. Founded in 1780 and incorporated by Royal Charter in 1783, to this day we continue to promote understanding and conservation of Scotland's cultural heritage for the benefit of all. Nowadays we are an independent charity.

We stimulate discussion and collaboration, and support research and publication, to bring Scotland's past to everyone. We are increasingly involved in helping to interpret the past for a modern audience, highlighting how it is relevant today. We can connect people to Scotland's past, supporting work which reviews, researches and explains all dimensions of our past, including aspects which could be considered to be controversial or uncomfortable. We provide expert knowledge, freely and accessibly, to encourage everyone to understand, value and care for Scotland's unique heritage.

Working For the Society

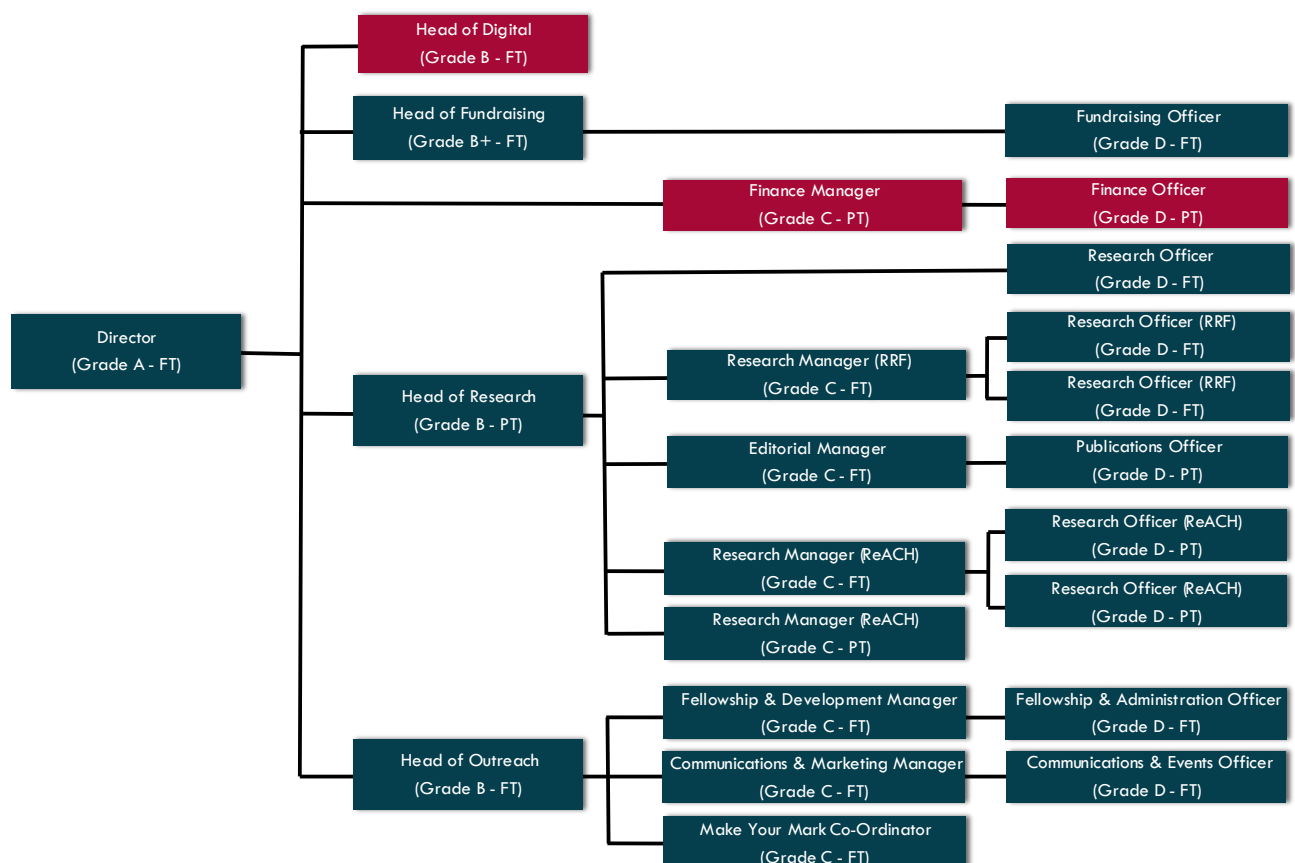
The Society of Antiquaries of Scotland is an equal opportunities employer and believes that diversity fosters creativity and innovation. We are fully committed to the provision of equal access and opportunity, both as part of our activity and as an employer. We appoint solely on the basis of ability.

We encourage applications from all backgrounds and encourage all interested individuals to apply. Applications are particularly welcome from people from Black, Asian and minority ethnic communities who are currently under-represented in our team. We are happy to explore different ways of working, secondments and alternative arrangements.

Being an employee of the Society provides a series of benefits, including:

- Pension: 10% employer contribution
- Annual Leave: 38 days paid holiday per year pro-rata which includes all normal bank holidays
- Supportive policies: to ensure a balanced work and personal life, the Society allows home working for up to 60% of a working week and a wellbeing benefit of up to 30 minutes per day for exercise
- Training and Development: the Society is committed to ensuring learning opportunities for employees to develop. In addition to Continuous Professional Development (CPD) and training, the Society offers the potential for research leave and covers the cost of [Fellowship of the Society](#) (subject to election)

Society of Antiquaries of Scotland Staffing Structure



Teal – in post; Red – being recruited