

Finance Officer Job Description

Job Title: Freelance Finance Officer

Contract: Freelance Contractor

Hours: Minimum 16 hours per month, with possible additional hours dependent on workload

Rate: £150 - £200 per day depending on experience

Reports to: Director, Treasurer and Trustees

Location: Flexible / remote with regular in person meetings at Civic House

About Glasgow Tool Library

Glasgow Tool Library is a community-led charity that enables people to borrow tools and equipment instead of buying them. Through sharing resources, developing practical skills and building community connections, we help reduce waste, save people money and support a more sustainable Glasgow.

Purpose of the Role

The Freelance Finance Officer is responsible for maintaining the financial systems and records of Glasgow Tool Library, ensuring accurate financial reporting, effective financial controls and compliance with charity and statutory requirements. A key element of the role is to support the improvement of financial management and reporting, and to help implement clear procedures and guides that staff, volunteers and trustees can follow.

Working closely with the Director and Board of Trustees, the Finance Officer will provide financial information and analysis to support informed decision-making and the long-term financial sustainability of the organisation.

Key Responsibilities

- Maintain the organisations financial records (using HubDoc and Xero), tracking unrestricted income and restricted grant funds
- Reconcile all accounts (Cooperative Bank, Stripe, Zettle/PayPal, petty cash) and track grant expenditure against budget allocation
- Process invoices and staff expenses claim, ensuring all invoices, bills and other financial commitments are paid accurately and on time
- Support the preparation and monitoring of cash flow forecasts, annual budgets and financial projections, monitoring key financial data and performance to support organisational planning
- Produce monthly management accounts and financial reports from Xero
- Support the development and improvement of financial procedures and guides, and inputting into financial policies, e.g. reserves policy
- Communicate and submit information on staff hours, holidays, sick leave, etc. to external payroll provider (GCVS)

- Process monthly payroll journals within Xero and ensure payroll records remain accurate and up to date
- Maintain and improve financial systems including Xero and Hubdoc, ensuring financial records are organised, complete and easily auditable. Work with staff and trustees to identify opportunities to improve financial processes, efficiency and guidance
- Support with finance related administrative tasks (e.g. contract quotes, gift aid, setting up new bank accounts) and respond to finance-related queries from staff and Trustees
- Lead the preparation of our end of years OSCR charitable reporting

Person Specification

Essential

- Experience of Scottish third sector finances, reporting and grant fund management
- Strong working knowledge of Xero or similar financial management software
- Experience with Hubdoc or similar document management software
- Excellent bookkeeping and reconciliation skills
- Experience preparing management accounts and financial reports
- Experience supporting payroll processes
- Strong organisational skills with excellent attention to detail
- Ability to manage workload independently and meet deadlines
- Strong communication skills and the ability to explain financial information clearly non-financial colleagues

Desirable

- Wider administrative or office management skills
- Experience working with Scottish charities and OSCR requirements
- Experience supporting independent examination or annual accounts preparation
- Knowledge of VAT and charity tax rules
- Experience developing financial procedures and internal controls
- Experience supporting budget development and financial planning

Other Duties

The postholder may be required to undertake other duties appropriate to the role and level of responsibility, as reasonably requested by the Director