



Finance and Business Administrator (Part-Time) Job Description

This is an important role to support the effective administration of Scottish Agritourism.

Scottish Agritourism

Scottish Agritourism is a not for profit membership organisation focused on providing leadership, business support, representation and marketing to over 260 businesses throughout Scotland. The agritourism sector is growing in Scotland and our organisation has ambitious plans to develop services and benefits to members and increase membership numbers further.

Scottish Agritourism was established in 2020, and with the organisation growing in size, wishes to appoint a finance and business administrator to ensure the business runs effectively and our members and stakeholders receive a high level of service.

We are a small team, we work hard but we also prioritise enjoying ourselves at work and making time to celebrate small and large successes. The organisation is supported by a board and sixteen destination leaders who play a pro-active role. More information can be found at www.scottishagritourism.co.uk and www.goruralscotland.com

Reporting to the Business Manager and liaising with the Treasurer who is a board member.

Key focus areas

1. FINANCIAL ADMINISTRATION

- a) Raising invoices and sending invoices out, plus credit control for payment of all monies due to the organisation
- b) Managing automatic invoicing and payments from the website for membership renewals and for commission payments on e-commerce
- c) Paying invoices that have been approved for payment
- d) Bank reconciliation
- e) PAYE and payment of monthly salaries
- f) Quarterly VAT return
- g) All liaison with HMRC
- h) Assisting the treasurer with preparation for year end accounts and other activities as required

2. BUSINESS ADMINISTRATION

- a) Attending board meetings, taking minutes, distributing to board members and setting up meeting dates and proactively communicating dates to the board
- b) Managing the customer relationship management system, ensuring all data is up to date
- c) Responding to daily general enquiries into Scottish Agritourism from members, non-members and stakeholders and flagging responses required by other members of the team

- d) On-boarding of new members
- e) Producing monthly reports including drafting monthly membership reports

Essential Skills and Experience

- Database management, 1st class attention to detail
- Experience in a similar accounts and financial administration role
- Experienced user of Xero accounts software
- Skilled in Excel
- Excellent communicator and first-class organisation skills

The Role

Working as part of a team, we are ideally looking for someone who can come into the Scottish Agritourism office at Auchterhouse, near Dundee twice per week and for two to three hours. Ideally we are looking for someone who can log on to our systems from home the other three days of the week and undertake one hour from home replying to emails and enquiries.

Rate of Pay – dependant on experience.

To Apply

Please send your CV and a covering letter of no more than 200 words explaining why you would be a great asset to the Scottish Agritourism team to caroline@scottishagritourism.co.uk.

Closing date is 16th August 2023.