



The MacDougall of Dunollie Preservation Trust SCO28091

Office Services & Finance Administrator

Job Description

Terms:-

Appointment Permanent Contract

Hours 30 Hours mid March to mid October
21 Hours mid October to Mid March

Salary £15.43 per hour paid in monthly arrears

Reporting Reports to the Site & Heritage Manager

This is rare opportunity to be part of a small and dedicated team based at the MacDougall Clan seat on the West Coast of Scotland. **Office Services and Finance Administrator** will provide essential day-to-day administrative tasks and financial bookkeeping processes, administrative tasks including contracts, health and safety and charity compliance duties ensuring well informed reporting and supporting the smooth operation of our services.

About the Charity:

The MacDougall of Dunollie Preservation Trust (DPT) is an independently run charity (established 1998) which is located at Dunollie Castle, the historic seat of the Clan MacDougall just 1 mile from the town centre of Oban on a site which has been inhabited for at least 8000 years and steeped in the history of Scotland.

The Trust's vision is to be recognised as a high-quality visitor experience and a hub of historical importance with a mission to conserve, develop and share our cultural and natural heritage with the local, national and international community

Main Purpose of the Job:-

The **Office Services and Finance Administrator** is responsible for assisting in the efficient and accurate bookkeeping and records management of financial accounts including processing orders and invoices into the accounting system (Sage), ensuring accurate recording of all income and expenditure. This role includes office services administration to ensure compliance with legal requirements and other administrative tasks to support the smooth operations of all site operations



Office Services

- Maintain and organise digital and physical filing systems
- Liaise and execute communication with external stakeholders, such as funders, contractors, suppliers and financial institutions.
- Provide administrative support in the provision of reporting documentation which is required for operational development and delivery of services.
- Provision of administrative support to staff recruitment, payroll processing and employee record maintenance.
- Support Board of Trustees administrative duties to meet compliance requirements.

Finance

- Bookkeeping tasks to ensure accurate Sage management.
- Financial input and tracking of all income and expenditure of service delivery, grant and donations
- Reconcile bank statements and maintain accurate financial records, including income, donations, gift aid and VAT.
- Complete quarterly VAT return.
- Support external payroll process, including the on-boarding and exit process.
- Work collaboratively with staff team with provision of data to inform pricing activities and products.
- Second count cash management to support accurate bank payment process.
- Support Site & Heritage Manager and Charity Strategist with provision of accurate data for Board of Trustees operational management and development objectives.

Site Services

- Oversee and coordination of on-site retail offer duties, including responsibility for stock controls, supplier communication and ordering to enable seasonal visitor services staff stock management of on site shop.
- Delivery and administration of all online retail orders.
- Order office supplies and monitor stock levels for administrative materials.
- Support administrative tasks for site operations.
- Provide informed financial report to enable budget management of site services.
- Maintain training requirement database

Compliance

- Ensure compliance with organisation policies, procedures and regulatory requirements (including Companies House and OSCR).
- Coordination and completion of Health and Safety compliance recording meeting our “Safe and Legal” registered checklist.
- Ensure secure compliance with GDPR requirements.

Stakeholder engagement

- Respond to routine internal and external queries by phone and email.
- Act as point of contact for general enquiries.

Winter Period:

- Maintain above responsibilities during lower volume of visitor interaction.
- Review and update compliance and operational paperwork.

This job description outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.



Education/ Experience:-

- Educated to SCQF Level 6 or above or equivalent experience in an administration finance support role.
- Competent with Microsoft Office (especially Excel and Outlook) and/or cloud-based office tools.
- Experience with accounting software packages – Sage / Xero
- Knowledge of ticketing and purchasing software

Desirable – Bookkeeping Qualification e.g. AAT , ACCA, ICAS etc.

Personal Specification:-

- Proven experience in finance and administration roles.
- Understanding of accounting principles and financial processes.
- Proficiency in Sage software (preferred) or other bookkeeping software.
- Proficiency with Microsoft 365.
- Excellent communication, organisational and time management skills.
- Strong attention to detail and accuracy.
- Effective communication both verbal and written and interpersonal abilities.
- Confidence in liaising with external contractors; service providers.
- Ability to work independently and collaboratively as part of a small team.

How to Apply:

Please submit a CV and Covering Letter to emma@dunollie.org

For an informal discussion about the opportunity, please contact Emma Sutcliffe (Site and Heritage Manager) on 01631 570550 or email emma@dunollie.org.

Application Closing Date: Sunday 9th November

Interview Date: Thursday 20th November