



Operations and Finance Officer

Fountainbridge Canalside Community Trust (FCCT)

Location: Edinburgh Quay, Lower Gilmore Place, EH3 9NY
(office-based or hybrid)

Hours: 22.5 per week (0.6 FTE)

Salary: £32,400 per annum pro rata

About Us

Fountainbridge Canalside Community Trust (FCCT) is a registered charity and social enterprise dedicated to making Fountainbridge a better place to live, work, do business, and visit. We create and support opportunities that contribute to community wellbeing, social inclusion, environmental sustainability, and cultural vibrancy.

Our work includes community boating activities, greenspace development, volunteering programmes, wellbeing walking groups, the Edinburgh Canal Festival, and a growing programme of community events. We are also preparing to open a new **Canalside Community Space** and to build a new sustainable trip boat for 2026—an exciting period of growth that this role will help bring to life.

The Role

We are looking for a highly organised, proactive **Operations and Finance Officer** to play a central role in keeping FCCT running smoothly. This varied, hands-on position is ideal for someone who enjoys both structure and flexibility, and who wants to make a real impact in a small, friendly, purpose-driven organisation.

You will take the lead on finance, HR administration, compliance, and day-to-day operations, supporting colleagues, volunteers, and the Board to deliver our mission. This role will also be essential in helping to set up and run the new Canalside Community Space.

Key Responsibilities

Finance

- Bookkeeping, invoicing, banking, petty cash, and debtor management

- Payroll and payments to HMRC and pension providers
- Preparing bi-monthly management accounts and cashflow summaries
- Supporting budget setting, project financial monitoring, and grant reporting
- Liaising with auditors and maintaining robust financial procedures
- Managing purchasing and supporting loan/funding arrangements for the new boat

Operations & Administration

- Managing office systems, booking systems, contracts, insurance, and compliance
 - Supporting HR processes including recruitment, inductions, and training records
 - Overseeing data collection, GDPR compliance, and impact reporting
 - Providing operational support to events and projects
 - Managing IT systems and digital subscriptions
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About You

Essential

- Experience in finance administration (incl. bookkeeping, payroll, and management accounts)
- Understanding of charity governance and compliance
- Strong organisational and administrative skills
- Excellent communication skills, including presenting financial information clearly
- High attention to detail and ability to manage competing priorities
- Confident IT user (Microsoft Office, accounting/booking software)
- Commitment to FCCT's values and mission

Desirable

- Experience with Xero
 - HR administration experience
 - Interest in community engagement, volunteering, environmental or heritage projects
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What We Offer

- A varied and rewarding role in a community-focused organisation
- Flexible working from day one
- Training and development opportunities
- Pro-rata holiday allowance (incl. bank holidays)
- Christmas shutdown
- 5% employer pension contribution
- Annual staff trip on one of our canal boats

How to Apply

Please send your **CV** and a **covering letter** explaining what attracts you to this role and what skills and experience you would bring to FCCT. As this is a part-time role, we would appreciate knowing about any other commitments you have, as well as your preferred working pattern (days or hours).

Please also see our other job advert, as we are recruiting for two part-time posts. If you believe your skills align with elements of both roles, or if you would prefer to work more or less than 0.6 FTE, please outline this in your covering letter.

For an informal chat or any questions about the role or organisation, please contact Rachel, Development Manager on 07716 745978 or rachel@fcct.scot

Please email applications to: rachel@fcct.scot

Deadline: *Wednesday 10 December 2025*

Interviews: *Thursday 18 December 2025*
