

OPERATIONS AND FINANCE OFFICER



Name of Employer: **Fountainbridge Canalside Community Trust**
Hours: **22.5 hours per week (0.6 FTE)**
Salary: **£32,400 per annum pro rata**
Responsible to: **Development Manager**
Location of post: **Edinburgh Quay, Lower Gilmore Place, EH3 9NY - either fully in office or hybrid with some home working**
Contract term: **Permanent, subject to an annual review of funding**

JOB DESCRIPTION - Operations and Finance Officer

Overview

Fountainbridge Canalside Community Trust (FCCT) is a registered charity and social enterprise that develops new projects and works with others to support and strengthen opportunities for economic, environmental and cultural activity that benefit the local community and promote social inclusion, sustainability and wellbeing.

***Making Fountainbridge a better place to live,
work, do business and visit!***

Our main projects include:

- RE-UNION CANAL BOATS – 2 boats providing funded social inclusion and mental health trips and activities, special events, community group trips and private hires
- CANALSIDE GREENSPACE GROUP – exploring and improving our local greenspace, for people and for nature
- VOLUNTEERING – one-off and regular activities, training and development opportunities on and around the canal (last year over 5,000 hours were given by volunteers)
- CANALSIDE WELLBEING WALKING GROUP – weekly walks part of the Walking Scotland Network
- EDINBURGH CANAL FESTIVAL – our flagship annual event on the third Saturday in June
- COMMUNITY EVENTS – we organise and get involved with other local events, particularly those with an outdoor or wellbeing focus

We are also shortly taking on:

- CANALSIDE COMMUNITY SPACE - creating a vibrant canalside by providing activities of social, cultural and environmental value for and with new and existing local residents
- REPLACEMENT FOR LOCHIRN BELLE – we are replacing our main trip boat with a new sustainable model that will be built in 2026.

Purpose of the Role

The Operations and Finance Officer will play a central role in keeping the charity running smoothly. This is a hands-on role for someone who enjoys variety – taking the lead in managing finances, HR, compliance, and day-to-day operations and supporting other staff and the Board to deliver the charity's mission. This role will also be intrinsic to supporting the opening and operating of the new canalside space.

Specifics of the role include:

Finance

- Lead on all day-to-day financial management, including bookkeeping, banking, invoicing and petty cash.
- Deliver payroll function and payments to HMRC and pension provider.
- Manage purchasing and ordering of supplies and equipment.
- Maintain accurate financial records (the organisation uses Xero).
- Chase invoices and debtors.
- Work with other team members to manage the funding package and loan arrangements for the new boat.
- Prepare bi-monthly management accounts, variance reports and any projected cashflow implications that the Board of Directors should be aware of.
- Prepare financial information for funders, supporting grant claims and reporting.
- Support budget setting, financial planning, and monitoring project finances.
- Liaise with external accountants/auditors for production of year-end accounts.
- Ensure financial policies and procedures are robust and followed.

Operations & Administration

- Oversee day-to-day office and organisational systems, including our boat booking systems.
- Lead on the operational side of the Canalside Community Space.
- Provide operational support for our projects and events, as required.
- Support data collection, security, monitoring, reporting for funders and impact evaluation.
- Support HR functions, including maintaining staff records, coordinating recruitment and inductions, and monitoring training.
- Keep up to date and GDPR compliant Membership List.
- Manage contracts with suppliers and service providers.
- Ensure policies and procedures are up to date and implemented, with support from the Policies sub-group, who meet twice a year.
- Coordinate insurance, licensing, and compliance requirements. This includes for events, premises and boats (Marine Coastguard Agency and Boat Safety Scheme)
- Manage IT systems and Office 365 subscription, ensuring digital programmes used are fit for purpose
- Keep FCCT's Inventory of Equipment and Assets up to date
- Participate in the on-call rota as Designated Person Ashore (DPA) for boat trip operations.

Participate in other projects and aspects of the organisation and projects

- Produce regular reporting information for the Development Manager or Board of Directors, as requested

- Work collaboratively with staff and volunteers to support the smooth running of the organisation's projects and social enterprise activities.
- Participate in planning meetings, project meetings and reviews
- Devise a personal work plan in liaison with the Board and Development Manager
- Contribute to a positive organisational culture and commitment to equality, diversity, and inclusion.
- Any other reasonable activities, related to FCCT's activities.

Person Specification

Essential

- Commitment to the values and mission of the charity.
- Ability to work independently and as part of a small team.
- Understanding of charity governance and compliance requirements.
- Experience of financial administration, including bookkeeping, payroll and management accounts.
- Experience working in the charity or social enterprise sector.
- Strong organisational and administrative skills.
- Excellent communication skills, with the ability to present information clearly to non-finance colleagues and Board Members.
- High level of accuracy and attention to detail.
- Ability to manage competing priorities and meet deadlines.
- Good IT skills (Microsoft packages, accounting software, booking software etc.)

Desirable

- Interest in community engagement, volunteering, environmental and heritage projects.
- Use of Xero software and online booking systems.
- Experience of HR administration

What we offer

- A varied and rewarding role in a friendly, purpose-driven charity.
- Flexible working from day one.
- Opportunities for training and development.
- Pro rata holiday allowance, including bank holidays.
- Christmas shutdown period.
- 5% employer contribution to pension.
- Annual party/trip on one of our canal boats.