



Inspiring Wonder, Curiosity & Care for Nature

## FINANCE OFFICER RECRUITMENT PACK

### Contents:

- About Eco Drama
- Job Description
- Role Summary
- Job Duties & Responsibilities
- Person Description & Specification
- Recruitment Timeline
- How to Apply



The Eco Drama Team at Pollok Community Orchard Planting Day in November 2024. Photo by Eoin Carey





## Overview

### Make a difference with Eco Drama.

Eco Drama is a Scottish charity and social enterprise, dedicated to inspiring wonder, curiosity & care for nature with children, young people and communities. Our work supports the transition to a more equitable, environmentally friendly society, and we are looking for a Finance Officer to help us continue making an impact.

## About Eco Drama

For 19 years we have been creating inspiring theatrical experiences and creative learning projects for children, young people and their communities.

Our work explores how we can use the transformative power of the arts, nature connection and outdoor education as a catalyst for social and environmental change.

Eco Drama's theatre productions, outdoor learning projects, training courses and creative projects are delivered in schools, theatres, community venues and festivals throughout Glasgow and Scotland.

Eco Drama has a green ethos and strives to embed sustainability in all aspects of the work, from the content and themes, to how the work is created and delivered. For example, productions explore sustainable set design, and we travel to schools by bike or public transport. When touring with props and set, we travel in an electric car and electric van.

The company also deliver CPD training for teachers, early years practitioners and other education professionals, and create educational resources. Eco Drama's 'Out to Play' resource packs are used in schools and education settings across Scotland as well as in countries across the world including Canada, Australia, New Zealand and USA. We aim to link arts and cultural experiences with positive practical action for the environment, for example, by supporting schools and communities to plant orchards and these activities are embedded into the artistic and strategic design of our work.

We are proud to have worked with over **105,500** children and young people and their communities to date, and to be Scotland's longest established ecological theatre company.

Our mission remains strong as we move into the future – to celebrate and uphold the power of the arts to inspire people of all ages to take positive, practical action for the natural world.

Read more about our [passions](#), [impact](#) and work on our website: [www.ecodrama.co.uk](http://www.ecodrama.co.uk)



## Job Description: Finance Officer

### ROLE AND RESPONSIBILITIES

- Schedule:** 0.2 FTE, 7 hours per week.  
Preferably worked on a Tuesday 9-5pm. Wednesday is our second preference, and Monday could also work with a schedule change. If this pattern doesn't suit, please outline your ideal working schedule in your application.
- Salary:** £31,000 per annum pro rata. (£6,200 actual). We will consider this as a freelance role.
- Reports to:** Artistic Director / CEO
- Annual Leave:** 33 days per annum including public holidays (pro rata).  
This includes allocated days for office closure over the festive period.
- Pension:** Workplace pension with 7% employer's contribution and a minimum 5% employee's contribution.
- Place of Work:** Studio 236, The Briggait, 141 Bridgegate, Glasgow, G15HZ.  
Initially office-based, with flexibility for some of the days each month to be remote as the role progresses. If freelance, we are open to a blended approach with some in-person contact.
- Contract:** 1 year fixed term contract from July/August 2026 – August 2027.
- Probation** 3 month probationary period.
- Notice Period:** 1 month in probation period, 2 months thereafter.





## Role Summary

We are seeking an organised, conscientious and efficient Finance Officer to support the day to day financial function of our small organisation. If you have strong skills in financial management and accounting processes, a flair for meticulous book-keeping and attention to detail, and have experience working in the charity sector, we'd love to hear from you.

The main duties of the post include:

- Financial Management ~ approx. 75% of contracted hours
- Reporting & Compliance ~ approx. 25% of contracted hours

As our Finance Officer, you will play a key role in ensuring the smooth financial operations of Eco Drama. You will manage bookkeeping via Xero, payroll, invoice processing, budget tracking and cashflow, and financial reporting to funders and the Board.

## Duties and Responsibilities

### Financial Management

**OVERALL:** Manage the day-to-day finances of the organisation, including working with the Artistic Director/CEO and external accountant, to ensure sound financial processes are in place and implemented across three key finance areas: book-keeping, payroll and invoice management, and budget management.

### Bookkeeping

- Accurately record all financial transactions and activities, including sales, purchases, expenses, and payments.
- Use Xero accounting software for bookkeeping to maintain accurate financial records, ensuring all entries are allocated in line with funder requirements/ the master budget.
- Reconcile bank statements, comparing with internal records to identify and resolve discrepancies.
- Prepare salary and accrual journals in Xero.
- Meet with the Artistic Director/CEO monthly to review funder allocations.

## Duties and Responsibilities (Continued)

### Payroll & Invoice Management

- Liaise with Eco Drama's payroll provider to ensure all salary payments are calculated in time, administer monthly payment of wages and ensure payroll provider is kept up to date of any changes.
- Administer ENI contributions to HMRC monthly.
- Lead on administration of pensions via NEST monthly.
- Ensure self-employed workers submit timely invoices and expenses and process payments and statements in accordance with procedures.
- Ensure core staff submit monthly expense claims and process payments.
- Create invoices, track payments, ensure timely invoice processing and that all supplier accounts are settled on time.
- Manage the accounts email & purchase order admin.

### Budget Management

- Regularly update actual expenditure in the master budget, ensuring accuracy with Xero recordkeeping.
- Provide budgeting assistance to the Artistic Director/CEO by helping to track and monitor project budgets, identify variances, and adjust/re-allocate as needed.
- Prepare and monitor cashflow forecasts.
- Monitor the organisations current account and savings account and administer movement of funds in collaboration with the CEO/Trustees.

### Reporting and Compliance

**OVERALL:** To support the organisations monthly, quarterly and annual reporting responsibilities in relation to finance.

- Support the Artistic Director/CEO with financial reporting associated with funder grants.
- Prepare accurate and clear financial data for inclusion in the quarterly report for Trustees.
- Prepare the organisation's annual accounts for our external accountant.
- Prepare financial data for internal analysis and monitoring as required.

## Person Description

We are looking for a detail-oriented, organised professional who is comfortable with the fine detail of budgets and accounting processes, and who enjoys working with Xero and spreadsheets to support meticulous financial management, planning, tracking and reporting.

You'll be the kind of person who enjoys collaborating with and supporting colleagues in a small team, and equally comfortable driving things forward independently and organising yourself and your work.

A problem solver, methodical and efficient, as well as passionate about the work and ethos of Eco Drama, you'll understand your important contribution to financial and organisational stability, supporting the company to realise its ambitions.

## Person Specification

### Personal Qualities

- **Detail orientated.**
- **Analytical and problem-solving skills.**
- **Ability to think strategically and resourcefully.**
- **Ability to lead self and others.**
- **Approachable, empathetic manner.**
- **Energy and commitment.**

We are seeking candidates with the following essential / desirable experience, attributes and skills.

Please ensure to evidence or address each of these in your application and at interview, providing clear, demonstrable examples.



Community members planting on Pollok Planting Day.  
Photo by Mike Rea

## Person Specification (Continued)

Skills, Attributes and Experience	Essential	Desirable
Experience in a bookkeeping and financial management role (minimum of 2 years).	✓	
Financial Acumen: A strong understanding of accounting principles and financial processes.	✓	
A high level of numeracy with strong attention to detail and accuracy.	✓	
Excellent organisational, record-keeping, and communication skills.	✓	
Experience of working with budgets.	✓	
IT Proficiency: Competency in using Xero financial software and Microsoft Excel spreadsheets.	✓	
Ability to manage multiple priorities and work to deadlines.	✓	
Problem-solving skills and resourcefulness.	✓	
Confident working independently and using initiative to self-manage while also collaborating effectively as part of a small team.	✓	
Positive attitude and willingness to assist others in the team.	✓	
Enthusiasm for the work of Eco Drama.	✓	
Based in Glasgow or within reasonable commuting distance.	✓	
Experience of managing budgets.		✓
Experience of working for a charity and an understanding of financial allocation and reporting processes.		✓
AAT Bookkeeping qualification.		✓
Interest in the arts / education / environmental sustainability.		✓

## Recruitment Timeline

Job Advert goes live	Wednesday 13th May 2026
<b>Deadline for applications</b>	<b>Tuesday 2nd June 2025 at midnight</b>
Interviews (Glasgow)	Monday 8th June
All applicants notified of outcome	By Friday 12th June
Post start date	July/August - to be discussed at interview

### About the application process

- Applications will be assessed and scored by two members of staff against the person specification. The highest scoring applicants will be invited for interview.
- Shortlisted applicants will be sent interview questions at least 48 hours in advance of the interview.
- Interviews will ideally take place in person in Glasgow at The Briggait, or alternatively online via Teams.
- Interviews will be with Emily Reid, Artistic Director/CEO & Suzanne Prak-Sandilands, Schools & Communities Project Manager.
- An offer, subject to positive references will be made following interviews.
- Unfortunately, as small team we cannot offer detailed feedback to all applicants, but we are able to offer tailored feedback to all who attend an interview.
- We expect to interview between 4-6 people (1 day of interviews).
- We reserve the right not to appoint.

### Before you apply

If you would like an informal chat about the role prior to applying, please email Emily Reid, Artistic Director/CEO, at [emily@ecodrama.co.uk](mailto:emily@ecodrama.co.uk) to arrange a phone call.

## How to Apply

- Please apply by submitting your CV along with a written statement (maximum of two A4 pages) in no smaller font size 12 attached by email to [recruitment@ecodrama.co.uk](mailto:recruitment@ecodrama.co.uk)
- Your covering letter should refer to the job description, addressing the essential and desirable points in the person specification and how your experience fits the criteria.
- Please ensure you include an email address, phone number and location in your CV.
- Please include contact details for 2 referees, one of whom should be your most recent employer. We will contact your referees after we make an offer subject to references.
- Alternatively, if you would prefer, you may submit your application as a short video (no longer than ten minutes) instead of a written statement, that covers the same points as above. If you have any access requirements or need adjustments, please don't hesitate to get in touch.
- Please complete our [Equality, Diversity and Inclusion Monitoring Form](#).
- You do not have to complete the Equal Opportunities Monitoring form. However, it is a useful tool for helping us to monitor the effectiveness of our recruitment process. In accordance with the Data Protection Act 1998, the information you have provided will only be used for the purpose of equality monitoring.

Thank you for your time.

Please visit us at [www.ecodrama.co.uk](http://www.ecodrama.co.uk)

