

Finance & Administration Manager



Reports to: Chief Executive

Line Management: Finance & Administration Officer (1 direct report)

Location: We operate a hybrid model of working with at least one full day for co-working in the office on a Tuesday. Our office is located at Tynecastle Park, Edinburgh, EH11 2NZ.

Contract: Permanent

Hours: Full Time or Part Time will be considered and discussed with the candidate.

Salary: £33,000 - £36,000 FT

Closing date: Friday 24 April, 5pm

Big Hearts Community Trust, the award-winning charity of Heart of Midlothian FC, is looking to recruit a Finance & Administration Manager to support the charity through a new exciting chapter following a significant period of growth.

Working closely with Big Hearts' Chief Exec and the Leadership Team, the Finance & Administration Manager will play a vital role in running the finance and business operations to enable the charity to deliver its mission: changing lives through football. Big Hearts runs over 12+ free support services from Tynecastle Park, in South-West Edinburgh.

More information on Big Hearts' mission and projects at www.bighearts.org.uk

Please look at the full job description and application process further below.

Purpose of the role

The Finance & Administration Manager will lead the charity's finance and business support functions, ensuring robust financial management and smooth-running operations. They will take responsibility for oversight, compliance, and reporting, while delegating day-to-day processing and administrative tasks to the Finance & Admin Assistant.

This role is designed with flexibility in mind and can be offered on a part-time basis.

The Finance & Admin Manager will play a key part in supporting the Chief Executive, Board of Trustees, and wider staff team to deliver the organisation's mission.

Responsibilities

Finance (oversight and leadership)

- Lead the charity's financial management, ensuring accuracy, transparency, and compliance.
- Oversee bookkeeping, reconciliations, and transaction processing (undertaken by the Finance & Admin Officer).
- Prepare and present monthly management accounts, cashflow forecasts, and financial reports to the Chief Executive and Trustees.
- Lead annual budgeting and re-forecasting processes, working closely with the senior leadership team.
- Support compliance with statutory requirements (OSCR, Companies House, HMRC).
- Assist with the relationship with external auditors
- Oversee payroll, pensions, and expenses (with administrative tasks carried out by the Assistant).
- Maintain and strengthen financial policies, controls, and procedures.

Business Support & Administration (oversight and coordination)

- Ensure effective administrative systems are in place across HR, IT, governance, and general operations and holding relationships with key external providers.
- Oversee contracts, insurance, and supplier management.
- Support governance processes including preparing Board papers, compliance filings, and Trustee records.
- Provide oversight of HR administration (with the Assistant supporting routine tasks such as maintaining personnel records).
- Ensure data protection and other compliance requirements are met.

Leadership & Line Management

- Line manage and develop the Finance & Administration Officer, delegating administrative and transactional finance tasks.
- Set priorities and provide guidance to ensure efficiency and accuracy.
- Foster a collaborative, supportive working environment.

Support & development

- Regular one-to-ones with your line manager
- Induction with staff from across the organisation
- Training budget allocated to your professional development

Benefits

- Pension
- 32 days annual leave + additional paid time off over the Christmas period.
- Health cover benefits provided by Healthshield.

Person specification

Essential

- Proven experience of financial management in a charity, not-for-profit, or SME environment.
- Good understanding of charity finance requirements (restricted/unrestricted funds, SORP).
- Strong numeracy, analytical skills, and attention to detail.
- Experience of preparing management accounts, budgets, and financial reports.
- Ability to lead and oversee administration and business support functions.
- Experience of managing or supervising as well as working alongside external support services eg. HR, IT etc.
- Excellent communication skills and ability to work effectively with Trustees and staff.
- Strong organisational skills and ability to prioritise workload.
- Experience with accounting software.
- Experience supporting HR processes and/or governance.
- Understanding of data protection, IT systems, and charity compliance.

Desirable

- Holding or working towards a professional accounting qualification (e.g., ACCA, CA).
- Awareness of the charity landscape in Edinburgh & further afield
- Personal interest, or life-experience, in one of our key-areas of community work

Additional information

- Hybrid & flexible working available - which will be discussed to suit both parties
- This role is subject to PVG scheme disclosure, which will be paid by Big Hearts
- Two satisfactory references will be requested upon any offer of employment

How to apply

Please email recruitment@bighearts.org.uk with:

- A note of interest detailing your reason to apply for this role and how your profile would make a good fit + your CV.
- Any supporting information and documents to demonstrate your skills and experience relevant to the position.

Your ability to demonstrate a proven record in one or more areas of responsibilities is essential to be considered for this position.

The deadline for applications is **5pm on Friday 24th April 2026**.

Shortlisted candidates will then be contacted for the next stages of recruitment which we plan to include an informal chemistry discussion and formal interview (where applicable).

If you have any questions about the role, or the recruitment process, please email recruitment@bighearts.org.uk

Big Hearts is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, race and religion or belief.