Self Directed Support Scotland
the organisation of choice

Office, Finance & Governance Manager

Permanent, 21 hours per week, Edinburgh/flexible working

Self Directed Support Scotland (SDSS) is advertising this Office, Finance & Governance Manager post (OFGM26) and the CBA Student & Qualifications Coordinator post (CSQC26) separately. A candidate meeting both specifications may apply once for a combined 35-hour appointment (OMCQ26) at £35,000 per year. The combined role covers both areas of responsibility, with the balance of time agreed around organisational and course needs. All applicants are assessed against the same essential and desirable criteria for each role, regardless of the application route.

The opportunity

We are looking for an experienced and dependable colleague to manage SDSS's agreed day-to-day office, finance and governance administration. You will take ownership of the reliability of these functions, exercise sound judgement, resolve routine problems and ensure that managers receive timely, accurate information.

This is a hands-on management post, reflecting the autonomy and accountability expected rather than responsibility for line-managing staff. You will manage priorities and improve processes within agreed delegations, bringing material risks and decisions to the Operations Manager. It is not a senior finance, legal or technical IT development role.

About SDSS

SDSS is a Disabled People's Organisation working for a Scotland where quality Self-directed Support is available to everyone as a route to independent living. Our approach is grounded in the social model of disability. We promote choice, control and flexibility in social care and work with disabled people, independent support organisations, local authorities, Scottish Government and other partners to improve how Self-directed Support works in practice.

Role at a glance

Reference	OFGM26
Hours	21 hours per week, working pattern to be agreed.
Salary	£21,000 per annum for 21 hours (£35,000 full-time equivalent, 35 hours).
Contract	Permanent, subject to a probationary period.
Leave & pension	Seven weeks' annual leave including public holidays (pro rata). 6% employer pension contribution.
Location	Norton Park, 57 Albion Road, Edinburgh, EH7 5QY. Hybrid or remote working considered. Agreed office attendance and occasional national travel required.
Accountability	Reports to the Operations Manager; no reports.

Job purpose

To manage the effective day-to-day delivery of SDSS's agreed office, finance administration, agreed project support and governance support functions. The postholder will maintain reliable records and operating systems, anticipate and address routine problems, lead operational follow-through and provide evidence and recommendations to the Operations Manager and management team within defined authority.

Key responsibilities

Governance, compliance and quality

- Own and maintain the organisation's agreed compliance and governance action timetable, including policy review deadlines, risk-register updates, insurance and statutory reporting deadlines, escalating overdue or material matters as appropriate.
- Coordinate the preparation and retention of supporting evidence for required organisational returns, including relevant charity, company, information and lobbying obligations, as directed by senior management.
- Coordinate the policy-review cycle with named policy owners, maintaining up-to-date approved documents, version-controlled master copies, and circulation of changes to staff after authorisation.
- Support trustee and management meetings; check any Artificial Intelligence-assisted notes against actual decisions, provide draft action records (normally within two working days), and maintain accurate minutes and follow-up registers for approval.
- Coordinate routine health and safety checks, records, and supplier follow-up.

- Promptly escalate incidents, data-security concerns or other significant risks.

Finance and financial records

- Manage routine bookkeeping processes in Xero, including accurate supplier bills, sales invoices, purchase orders, expenses, reconciliations, and supporting records, within agreed financial controls.
- Oversee routine financial administration for memberships, training, and project activity, ensuring information and coding are complete and accurate in consultation with colleagues.
- Prepare and check routine financial information, supporting schedules, and grant drawdown evidence for senior manager review. Independently follow through missing documentation, approvals, and discrepancies.
- Support payroll preparation, year-end work, and liaison with accountants. Maintain separation of duties and delegated financial approvals.

HR, office and accessible operations

- Manage the agreed administration of employee and contractor processes, including induction, HR records, leave, sickness documentation, and starters/leavers checklists, ensuring consistency with approved policies.
- Manage the effective running of agreed office services, shared inboxes, routine enquiries, suppliers and purchases, including obtaining quotes and checking supplier renewals. Resolve day-to-day issues within delegated authority and escalate issues as appropriate.
- Support accessible meetings and events by coordinating venues, travel, accommodation, and communication or personal support arrangements where required.

- Provide accurate membership administration, renewals, new-member onboarding records, queries, invoicing, and database updates in support of colleagues who lead membership relationships and communications.

Project and programme administration

- Coordinate agreed administrative support for SDSS projects and funded activities, including project records, milestone trackers, meeting actions, evidence, and routine reporting inputs.
- Arrange project and programme logistics such as stakeholder meetings, accessible events, supplier bookings, communications and approved purchasing.
- Agree a manageable schedule of project-administration tasks with the Operations Manager, clarify deadlines with project leads, and keep them informed.

Information systems and improvement

- Take responsibility for the accuracy and continuity of operational data within assigned Xero, Salesforce, Microsoft 365, and other agreed processes. Undertake regular checks and resolve straightforward discrepancies within authority.
- Document key office-system procedures, support contacts, recurring issues and handovers so essential services remain reliable. Coordinate routine improvements and refer technical changes to relevant parties.
- Use approved Artificial Intelligence and digital productivity tools to improve efficiency while protecting information, checking outputs, and complying with SDSS policy.

Working relationships and boundaries

This is a manager-level appointment with autonomy to organise and improve agreed functions, but no direct reports. The postholder works with the primarily with the Operations Manager, programme colleagues, the CBA Student & Qualifications Coordinator, the Treasurer, accountants and suppliers. Strategic financial planning, policy decisions, financial authorisation, staff management decisions, legal interpretation, and advanced IT development remain with the relevant authorised managers, trustees or specialists.

What good performance looks like

- Office and financial administration operates reliably with appropriate independent judgement, accurate records, consistent controls and timely preparation for management review.
- Governance and compliance actions have clear owners, deadlines, evidence and proactive follow-through, with significant risks escalated early.
- Routine operational issues and agreed project administration are followed through without unnecessary senior-management intervention.
- Colleagues receive accessible and timely support.
- Routine systems and process knowledge is documented, reducing avoidable dependency on individuals.

Person specification

We welcome transferable experience from charities, education, professional services, public bodies and other organisations. Applicants should demonstrate experience independently managing a substantial administrative or business function. A previous job title of "Manager" or line-management experience is not required; experience of every system named below is not expected.

E = essential, D = desirable, A = application, I = interview, T = practical task

Selection criterion	E / D	Assessed by
Experience of accurate financial administration and bookkeeping, including processing transactions, reconciling information or preparing records for review.	**E**	A / I
Experience taking ownership of HR, office, governance, or comparable confidential administrative processes, including independent judgement about priorities and sensitive information.	**E**	A / I
Ability to coordinate project and operational administration, including milestones, deadlines, action logs, and audit-ready records; follow through actions and escalate material issues with recommendations.	**E**	A / T
Confident use of Microsoft 365, spreadsheets, and digital record systems, with an ability to learn unfamiliar platforms.	**E**	A / T

Selection criterion	E / D	Assessed by
Strong written and verbal communication, including professional contact with colleagues, suppliers, and a range of stakeholders.	**E**	A / I
Evidence of independently managing competing priorities, addressing operational problems, improving processes, and completing detailed work reliably within agreed working hours.	**E**	A / I
Understanding of confidentiality, information handling, and the need to follow data protection and organisational policies.	**E**	A / I
Commitment to equality, accessibility, independent living, and SDSS values, with an ability to work respectfully with diverse people.	**E**	A / I
Experience of charity governance, statutory returns, finance controls, or compliance administration in a voluntary-sector setting.	**D**	A / I
Experience using Xero, Salesforce, SharePoint Lists, or equivalent finance/CRM/document-management platforms.	**D**	A / T
Experience leading practical improvements to administrative workflows, quality checks, internal controls, or responsible use of approved AI tools.	**D**	A / I

Selection criterion	E / D	Assessed by
Experience coordinating membership processes, accessible events, facilities, suppliers, or health and safety administration.	**D**	A / I

How to apply

Apply online at sdsscotland.formtitan.com/ftproject/applications25 Use reference OFGM26 if you are applying for the Office, Finance & Governance Manager post only. Give examples against its essential criteria.

Applying for the combined role?

Submit one application using reference OMCQ26. Provide evidence against the essential criteria for **both OFGM26 and CSQC26**; each part of your application will be judged against the same criteria and standards as a separate applicant. You do not need to apply twice. If you would also consider an individual part-time role, please state which one(s) in your application.

Closing date	Monday 14 December 2026, 9:00am (UK time)
First interviews	Expected Thursday 17 and Friday 18 December 2026

Notes for applicants

We welcome disabled applicants and people with relevant lived experience. Reasonable adjustments and alternative application arrangements are available. SDSS is an equal opportunities and Fair Work First employer.

For an informal discussion about the role, or to request reasonable adjustments to apply, please contact Jeremy Adderley, Operations Manager, via 07448 494 363 or jeremy@sdsscotland.org.uk.

Please note we are unable to provide visa sponsorship for this role.

We collect and process your application details to assess your suitability for this role. For full details on how we handle your personal data and your rights, please read our Privacy Notice.