

iona
community



Work with the Iona Community

*Transforming lives to
change the world.*



Iona Community

Role title:	Financial Administration Team Leader
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Reporting to:	Head of Community Resources
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Salary band:	Band E (£28,771 to £32,653, pro rata for Part Time)
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Type of contract:	Permanent
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Place of work:	Home-based with regular meetings in Glasgow and occasional meetings on Iona
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Hours of work:	Full-time, 35 hours per week
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Overview of the organisation

The Iona Community is an international, ecumenical Christian movement working for justice and peace, the rebuilding of community and the renewal of worship. We long for a just and peaceful world in which all of life can flourish. We are motivated by Christian commitment and seek to work with others who share our vision and purpose.

Our Community was founded in Glasgow, Scotland in 1938 by Rev George MacLeod, a visionary and social reformer.



Job purpose

The Financial Administration Team Leader oversees the day-to-day running of the finance department. This is a key role within the Iona Community, ensuring that financial processes are accurate, timely, and fully compliant. You will report directly to the Head of Community Resources and assist the organisation Accountant, playing a central part in maintaining strong financial controls and supporting the wider organisation. You will also be responsible for the Finance Assistant, maintaining regular training, support and development.

Main responsibilities

- Lead the daily operations of the finance administration function
- Support weekly, monthly and year-end processing and reports
- Support for annual audit, respond to queries and collate documentation
- Assist with annual budgeting and provide budget spend reports to senior managers
- Oversee processing of sales ledger, purchase ledger, expenses and monthly journal inputs
- Manage all bank reconciliations, bank payments, inter-company transfers and approval workflows
- Manage accounts payables, receivables, cheques, donations, transfers etc.,
- Maintain accurate financial records using Xero, Civi, SharePoint, Microsoft Applications and Free2Book
- Assist to file financial, regulatory and legal information with statutory bodies as and when required
- Maintain accurate financial information regarding donations and grants, including sources of donations
- Assist with Financial data input to Civi database
- Provide information to Head of Community Resources to support cash management.
- Liaise with the external payroll bureau
- Collate monthly payroll information, ensuring accurate submission, checking and approvals by deadline
- Respond to general payroll enquiries
- Work with colleagues across the organisation to provide financial guidance and support
- Ensure compliance with organisational policies and charity finance regulations

Responsibilities to help improve internal infrastructure

- Bring finance domain knowledge to contribute to projects selecting/implementing/upgrading other systems to ensure those systems can integrate as seamlessly as possible with our financial processes and systems

And any other duties, reasonable and appropriate to the post, as may be required

Supervision and budget responsibility

The post has supervisory responsibility for the Finance Administration Assistant, conducting 1:1 Reviews, Professional Development Planning and Training Needs Analysis.

Level of autonomy and decision-making

This post has considerable day to day autonomy and the post holder can make decisions relating to the area of responsibility. Changes to processes etc. will require to be referred upwards as appropriate.

Communications

The main internal contacts of the post are: Colleagues in the Glasgow Office, on Iona and at Camas
The main external contacts of the post are: Members, Suppliers, Contractors and Service Providers; Customers; the Bank.

All staff of the Iona Community are expected to:

- be in sympathy with the purpose, values and practices of the Iona Community
- engage as an active learner in their field of expertise, taking up CPD and training opportunities as they arise
- be self-starters, managing their own core administration and taking initiative/acting in consultation where appropriate
- step in for and support colleagues as needed across the whole organisation
- uphold and enhance the reputation of the Iona Community at all times.

Person Specification

•Proven experience working within a finance function (4 years+)	Essential
•Strong, hands-on experience using the Xero Accounting system	Essential
•Excellent organisational skills, with strong attention to detail, accurate record keeping and effective data management	Essential
•Highly organised with the ability to put in place schedules and routines that give clarity to the wider team of what you need	Essential
•Good time management skills with the ability to plan and balance time across multiple lines of accountability (i.e financial operations and project work)	Essential
•Self-motivated and able to work independently and as part of a Team	Essential
•Flexible approach with the ability to work to deadlines	Essential
•Strong IT skills, particularly Microsoft Office 365 and SharePoint	Essential
•Practical approach to problem solving	Essential
•Comfortable with researching, assisting and introducing new systems and procedures when required	Desirable
•Previous experience of using Civi (membership and donor database) or similar CRM system	Desirable
•A professional bookkeeping or accounting qualification (AAT/IAB/ACCA/CIMA) completed or currently in process	Desirable



How to apply



Financial Administration Team Leader

Closing date: Thursday 12th March 2026

Interview date: Wednesday 25th March 2026, in Fairfield, Glasgow.

Please apply by email using the application form to outline your experience and suitability for the role.

Email: icrecruitment@iona.org.uk