

# Governance & Finance Officer

## Position Profile

September 2025



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## Welcome From Our Chief Executive

Thank you for your interest in joining our team as our Governance & Finance Officer.

At Planning Aid Scotland, we believe that people should be at the heart of planning. As both a charity and social enterprise, for over 30 years we've been proudly helping people across Scotland shape the future of their places, making the planning system more accessible and inclusive to everyone.

Our recently published [Strategy](#) outlines an inspiring plan for the next three years, built firmly on our core values of **integrity, impartiality, collaboration, inclusion, and innovation**. Our vision is bold: an inclusive society where communities are truly empowered to shape decisions about their places. To achieve this, we focus on three key areas, making sure to prioritise approaches that address the climate emergency across all areas of our work:

- **Inclusive participation:** We help people feel confident engaging with the planning system through practical advice, training, and upskilling.
- **Community-led planning:** We enable greater local participation in planning and placemaking, ensuring communities feel genuinely heard when it comes to the planning decisions made about their area and making sure everyone has a voice in the conversation.
- **Learning and innovation:** We're committed to continuously evolving to meet the changing needs of the communities that we serve.

What makes this all possible is our incredible community of skilled individuals. Alongside our dedicated staff team, we're supported by a network of over 400 members and volunteers. Together, we deliver a free, impartial **Advice Service** to help people with planning issues; provide **training** on Scotland's planning system and community engagement skills; work closely with local groups to build capacity and support the development of their own **community-led plans**; and design and deliver inclusive **community engagement** programmes.

This is an exciting time to join our team. Having recently finalised our new Strategy and laid the groundwork for establishing ourselves as a Centre of Excellence and Innovation, we're perfectly positioned to build on the positive impact we have made across Scotland and take it to the next level.

We are seeking an efficient, experienced and enthusiastic colleague to join our team. Read on to find out more about the opportunity.

Thank you,  
**Johanna Boyd**  
*Chief Executive*

## Our Organisation

At Planning Aid Scotland, we believe that people should be at the heart of planning. As a charity and social enterprise, our purpose is to create an inclusive society where communities are empowered to shape decisions about the places in which they live, work, and play.

Planning can affect all aspects of our lives – our homes, our travel, our workspaces, our leisure activities, our health and wellbeing – but engaging with the system can be complex and intimidating. That’s where we come in.

From answering planning queries through our Advice Service, to training professionals on the planning system, to helping communities have their voice heard in local planning decisions, we bridge the gap between people and planning authorities – making the system more accessible, inclusive, and fair for all.

## Our impact

For over 30 years, we have supported communities across Scotland. This past year alone, we helped people from Dumfries to the Shetland Islands, from Ayrshire to Aberdeenshire. Guided by our core values of integrity, impartiality, collaboration, inclusion, and innovation, this year we achieved significant milestones:

- **[Advice](#)**: We resolved over 1,000 planning queries from individuals, business start-ups, and communities who contacted our Scottish Government funded Advice Service. Our team of staff and volunteers (chartered and retired planners) provided trusted, expert advice to help them confidently navigate the planning system.
- **[Training](#)**: We delivered over 20 tailored training sessions for community groups, Community Councils, Elected Members, charities, and public bodies. Topics included the Scottish planning system, Local Place Plans, community engagement skills, and mapping tools – improving understanding and participation in planning processes.
- **[Community support](#)**: We facilitated a series of community engagement events in Garve and Stonehaven, delivered mentoring and training sessions on Local Place Plans for seven communities, and supported the development of seven community-led plans focussing on active travel. These initiatives empowered communities to participate meaningfully in local planning decisions.
- **[Volunteering](#)**: Our network of volunteers contributed more than 900 hours of support. From assisting with our Advice Service, to facilitating community engagement events, and mentoring young planners – their contribution has been invaluable to our operations. In return, we provided them with a range of CPD events on topics such as Online Mapping Tools, Inclusivity in Planning, and Facilitation Skills Training.

This year marked several important milestones for our organisation. We published our first [Impact Report](#), reflecting on the positive difference we have made for communities across Scotland this last year, and we updated our [Strategy](#) to provide a clear vision to focus our efforts over the next three years. We have also been working towards establishing Planning Aid Scotland as a Centre of Excellence and Innovation – a bold step forward in sharing best practice, driving innovation, and championing collaborative learning across the sector.

## **Our Culture**

### **How and where we work**

Our staff team has a friendly and supportive working culture that prioritises wellbeing and flexible working. Whilst the work can be busy and demanding, we believe that a happy team produces the best work.

We have an office in Edinburgh city centre. We currently have 10 staff members (a mix of full-time and part-time), who are encouraged to work flexibly between home and the office.

The office is principally used for/by:

- our weekly in-person all staff meeting (known as 'Together Tuesdays')
- staff working in the office
- holding meetings with partners and other external stakeholders
- staff preparing materials for training events etc

### **Together Tuesdays**

On Tuesdays, we have weekly team meetings when we come together in-person to the office in Edinburgh and prioritise face-to-face internal meetings and meeting as a team. On that day we minimise external calls where possible and prioritise collaborative team working.

### **Commitment to learning**

One of our strategic priorities as an organisation is a commitment to being a learning organisation. This focus on learning from what we do allows all team members to contribute ideas and feedback and enables us to test, trial and innovate new ways of working to deliver better outcomes and a happier team.

### **4-day week policy**

We have also adopted a 4-day working week practice which has created a better work life balance for the team at no detriment to the organisation. As a full-time post holder, you will work 32 hours, Monday to Thursday.

# The Opportunity

## Overview

Reporting to the Chief Executive, the Governance & Finance Officer will be responsible for the smooth running of governance, finance, people and office systems and processes.

## Key Responsibilities

### Governance

- Provide support to Chief Executive and Board to ensure the organisation fulfils its legal and regulatory responsibilities to Companies House and OSCR.
- Ensure that new Board Directors are equipped to carry out their role through the induction process.
- Liaise with the Chief Executive, Chair and Vice-Chairs of the Board to schedule meetings and provide administrative support (draft, prepare and issue papers, take and produce minutes at quarterly meetings).
- Oversee arrangements for the organisation's AGM, ensuring papers are issued to the membership in accordance with the charity's memorandum and articles of association.

### People, Pension & Payroll Administration

- In conjunction with our external HR advisers, carry out our human resource function, including keeping records of annual leave and absence. Maintain confidential staff files.
- Assist with every stage of the recruitment and selection process, pre-employment checks, issuing of contracts and on-boarding of new staff. Ensure staff have access to and are familiarised with the organisation's systems, policies and procedures.
- Assist with annual review process, note-taking at those and other formal HR meetings.
- Identify staff learning and development requirements and ensure that members of staff receive the training and support required to undertake their jobs effectively and efficiently.
- Keep abreast of changing employment legislation and assist the Chief Executive in ensuring that all HR policies are kept up-to-date and that members of staff are made aware of up-dates.
- Ensure all eligible staff are enrolled in the organisation's pension scheme to ensure compliance with pension auto-enrolment legislation, and that monthly contributions are paid to the pension provider. Ensure HR data held by the pension provider is kept up to date.
- Liaise with external payroll provider on staff salaries, pension contributions, other deductions etc.

### Finance

- Act as principle contact with the outsourced book-keeping / accounting service. Oversee the payment of suppliers, processing of expenses claims, invoicing of clients, and the production of reports from the Xero accounting system.
- Assist in the production of the organisation's annual budget and input to project budgets and funding applications. Track expenditure against budgets and monitor cash flow.
- Provide regular financial updates to the Finance Director and Chief Executive and ensure management accounts are available for the quarterly Board meetings.
- Liaise with colleague to input into reports to Scottish Government on grant funding. Report to other project funders on grant expenditure.
- In conjunction with external tax advisers, submit quarterly VAT returns.

- Liaise with and provide support to the external auditors with the annual audit and on production of the end of year accounts.

### **General office administration**

- Liaise with IT support and communication contractors in order to ensure smooth running of office IT and phone systems. Order IT hardware when required and maintain asset register.
- Responsible for ensuring that there are sufficient levels of insurance cover.
- Be main point of contact for those getting in touch with the organisation by phone.
- Be main point of contact with landlord, liaising with other tenants regarding shared costs.
- Maintenance of office supplies.

### **Other**

- Any other duties as are appropriate to the post.

## **About You**

### **Essential Skills and Experience**

- Excellent communication skills – clear, confident, and professional written, verbal, and listening abilities, with the capacity to engage effectively with colleagues, Board Directors, partners, and external stakeholders.
- Strong organisational and administrative skills – proven ability to manage multiple priorities, maintain attention to detail, and deliver high-quality work to tight deadlines.
- Sound understanding of data protection and GDPR principles, with the ability to apply best practice in managing confidential and sensitive information.
- Proven experience in financial administration, including processing payments, managing invoices and expenses, and supporting budgeting or reporting activities.
- Knowledge or experience of preparing and submitting VAT returns, either independently or with external advisers.
- Experience supporting external audits and preparing documentation for auditors.
- Experience in HR administration, such as recruitment processes, onboarding, maintaining staff records, and supporting performance reviews.
- Proficiency with Microsoft Office 365 (Outlook, Word, Excel, SharePoint) and confidence in using digital tools to support efficient workflows.
- Excellent planning and time management skills, with the ability to coordinate a varied workload across governance, finance, and people functions, and to adapt to changing priorities.
- Flexible and adaptable approach, including the willingness to attend occasional evening meetings (e.g. Board or AGM).
- Experience working with Boards or governance structures, ideally within a charitable, non-profit, or membership-based organisation.

### **Desirable Skills and Experience**

- Experience using Xero to support financial management and reporting.
- Familiarity with charity governance and reporting requirements, including working with Companies House and OSCR.
- Understanding of payroll and pension administration processes, including working with outsourced providers.

# Remuneration and Annual Leave

## Key information about the role

This is a full-time role. Please note we operate a 4-day week working policy – see the section ‘Our Culture’ for further information. As a full-time post holder, you will work 32 hours, Monday to Thursday.

### Salary

- £28,251 - £35,247
- Scale 22 - 29
- Appointments are generally made at the start of the salary range.

### Pension

- Employer contribution is 8.5%
- Employee percentage contribution is (employee's age/10) -1

### Annual leave

- 30.5 days, increasing with service to a maximum of 34.5 days
- The annual leave allowance has been adjusted to reflect the four-day week which now operates for full-time staff: this means that 30.5 days equates to approximately 7.6 weeks of leave
- The public holiday entitlement has been added into the total annual leave allowance to allow flexibility, therefore annual leave is inclusive of all public holidays and includes the office closure between Christmas and New Year.

# The Recruitment Process

For more information or an informal discussion, interested candidates should contact David McAllister: E: [davidm@pas.org.uk](mailto:davidm@pas.org.uk). Planning Aid Scotland is an equal opportunities employer. Inclusion is one of our core values and we believe that diversity on our team makes us stronger. We welcome applications from people of all backgrounds and life experiences. If you require any adjustments to take part fully in our recruitment process, please let us know and we will support you.

## How to apply

Interested candidates should submit a CV and covering letter detailing their motivation for the position, as well as completing the Equal Opportunities Monitoring form. Applications should be submitted by email to Jenny Pendreigh: E: [jenny@pas.org.uk](mailto:jenny@pas.org.uk)

### Key dates

Application closing date:	12 noon Wednesday 15 October 2025
There will be a two-stage process:	
1. Informal individual discussion with long-listed candidates:	Friday 17 October 2025
2. Interview date for shortlisted candidates:	w/c 20 October 2025
Preferred start date:	Monday 1 December 2025

