



## CEMVO Job Vacancy

CEMVO Scotland is a national intermediary organisation and strategic partner of the Scottish Government Equalities Directorate. With a network of over 600 ethnic minority (EM) organisations throughout Scotland, our aim is to build the capacity of the ethnic minority voluntary sector and its communities.

We have initiated a new exciting 4-year project “Mobilising Community Action Scotland” (MCAS) in partnership with Changeworks and The Loch Lomond & Trossachs National Park with funding through **The National Lottery Community Fund**.

The overall aim of MCAS is to increase awareness and empower EM communities to adopt nature positive and energy saving behaviours in their everyday lives.

We already have a good MCAS team in place and now looking to recruit the following post:

### Financial Administrator

**Responsible to:** Chief Executive & Head of Operations & Resources

**Salary & Hours:** Part-Time, 21 hrs per week, £24,480PA (£14,687 pro-rata) + 4% pension

**Length of Contract:** Fixed Term to 30<sup>th</sup> September 2029

**Office Base:** Glasgow (Hybrid Working)

We are seeking a financial administrator with at least 3 years financial administration experience to undertake day to day financial administration of the MCAS project budget. You will provide regular financial updates on project spend to the MCAS co-ordinator and also work closely with CEMVO financial officer in day to day financial administration of MCAS, in supporting financial monitoring and reporting to the National Lottery Community Fund and in undertaking general financial administration tasks for both MCAS and CEMVO. You will also provide general administrative support to the MCAS project team when needed.

You will require a high level of book-keeping and financial administration experience with a working knowledge of Excel or Access packages. You will also require experience

in producing financial reports, assisting with audit processes and processing internal and external invoicing as well as good general administrative skills.

To apply please send an up to date **CV and supporting statement** highlighting your skills and experience relating to the person specification for the post.

Please email your CV and supporting statement to:

[info@cemvoscotland.org.uk](mailto:info@cemvoscotland.org.uk)

For a job description and person specification for this post, please email:

[info@cemvoscotland.org.uk](mailto:info@cemvoscotland.org.uk)

**Application Deadline: Wednesday 6<sup>th</sup> May 2026.**

**Interview Date:** Shortlisted applicants will be interviewed on **Monday 11<sup>th</sup> May 26**

**CEMVO Scotland is a Scottish Registered Charity: SC034104**