



Finance Coordinator

Recruitment Information

October 2025



An Exciting Career Opportunity for a Finance Professional

Circular Communities Scotland are recruiting a Finance Coordinator to manage our finance operations, management and provide wider business and governance support.

If you are a finance professional with at least three years' experience managing organisational finances, we would love to hear from you.

If you are successful in your application, you will join a growing and thriving team at Circular Communities Scotland and be contributing to delivering greater environmental and social impact across Scotland.

What we are looking for

We are looking for a strong candidate who has an excellent track record supporting organisational finance operations and management. Financial Operations includes a wide range of tasks including processing payroll, account payable and receivable, aged debt management, bank reconciliations and HMRC reporting and VAT returns. Financial Management tasks include setting the annual budget, quarterly reporting to funders and provision of monthly management accounts. We use QuickBooks for accounting and payroll. We are in strong financial shape as an organisation with an annual turnover of just over £500k. Our previous Finance Coordinator was in post for 17 years and we have strong financial systems and processes in place.

You will be a self-starter and able to take responsibility for all aspects of financial operations initially reporting directly to the CEO. You will also be comfortable taking on responsibility for wider office and governance responsibility as set out in the job description.

This role requires someone with strong organisational skills who can manage multiple workstreams and plan to deliver through the busy times of month, quarter and year end. You will be a strong team player and able to build and maintain positive and professional relationships with a wide range of internal and external stakeholders. You need to operate in line with our values and be able to communicate passionately about the circular economy and its environmental, social and economic benefits.

To attract the right candidate we are willing to offer a 3, 3.5 or 4 day role. We require the candidate to work in our Stirling Office at least one day per week but are happy to support flexible and hybrid based working beyond this.



For more information about this role please refer to the Job Description and Person Specification.

We are asking for applications in the form of a tailored CV plus a two-page Cover Letter setting out how you meet the requirements for the role. You must have a right to work in the UK.

The closing date for this role is **10pm on Wednesday 5th November**. Interviews will be held in our Stirling office on **Thursday 13th November**.

Please [upload your application](#) before the closing date.

About Circular Communities Scotland

At Circular Communities Scotland our **Vision** is for a thriving circular economy in Scotland, with local communities benefiting from the social, environmental and economic outcomes.

Behind everything we do are our organisational **Values**:

- Trust and Integrity
- Openness and Community
- Environmental and Social Justice

We are a membership body that represents a thriving network of over 260 charities and social enterprises across Scotland that contribute to the [circular economy](#), through reuse, repair or recycling.

Our members prevent goods from entering landfill, create local jobs and economic opportunities, and help promote social and environmental justice in their communities. Our [Impact Report](#) highlights the incredible difference our members make for people and planet.

We do everything we can to support and represent our members, to make sure their voices are heard, their work is celebrated, and they have access to everything they need to succeed.

In March we published our [Strategic Plan](#) in which we set our bold ten-year goal for a thriving organisation supporting a thriving sector. We have identified three key pillars to drive us towards this goal:

1. **Building Capacity** through our **Member Services**



"We greatly value the opportunities for networking and collaboration with like-minded organisations committed to sustainability and to tackling poverty. The access to up-to-date knowledge, training and resources, helps us stay informed on circular economy practices and enhances our ability to deliver effective services. We also appreciate the advocacy and representation provided at a national level, which supports our efforts to influence policy and drive change" – Furniture Plus



Figure 1 - Feedback on our Member Services



2. **Creating Opportunities** through our Policy Work
3. **Strengthening our Organisation**



Reasons to Join our Team

Here are some of the key reasons we believe you might want to join Circular Communities Scotland.

1. **Purpose** - we are a purpose-driven charity and our work supporting our members makes a real difference contributing to a more sustainable and just society in Scotland.
2. **Excellence** - we are committed to working to a high standard and having a strong, demonstratable impact throughout every aspect of our work.
3. **Growth** - our membership, staff and income has more than doubled in the last five years. This role is part of our growth story, and we trust will help drive growth into the future.
4. **Flexibility** - we are a flexible employer and encourage you to choose a working model (remote or hybrid from our Stirling office) that suits you. We support flexible working patterns for those that want it. If you choose to be home-based, you will be required to travel to our monthly team meeting (held in Stirling or the central belt), along with other events such as our Annual Conference.
5. **Wellbeing** - staff wellbeing is very important to us. This is why among other things we offer paid wellbeing days, and dependency leave in addition to your core annual leave.
6. **Diversity** - we are proud to be an equal opportunities employer and take our anti-discrimination policy seriously throughout the recruitment process and beyond into employment. We welcome applications from individuals of **all** races, religions, countries of origin, sexual orientations, gender identities and abilities.
7. **Practicalities** - our office is in central Stirling, with limited staff car parking available and accessible facilities on-site, including wheelchair-accessible corridors, a ground floor office and shared toilets on ground floor, including disabled toilet. Whilst there are no lifts in the building, Circular Communities Scotland will make every effort to ensure ground floor meeting rooms are booked when required, or other suitable venues are secured.
8. **Team** - we are proud of the excellent team culture that we have between our staff and board. We are committed to creating an inclusive workplace culture where everybody can thrive, one that is supportive and respects difference. We welcome team players who will contribute and build this culture further.



9. **Fair Work First Commitment** – we are committed to advancing the Fair Work First criteria, including the real living wage and effective voice conditions. More detail about this can be found on our [website](#).

Next Steps

The recruiting manager for this role is our Chief Executive Officer Michael Cook and he is being supported by Rhoda Reed. Her email is:

rhoda@circularcommunities.scot

If you would like an informal conversation about the role, please email Rhoda.

Closing Date: **10pm, Wednesday 5th November 2025**

Interview Date: **Thursday 13th November 2025, in Stirling.**

If you need any adjustments made to the application and/or interview process to make applying for this role more accessible, please drop Michael an email.

Equity and Diversity Monitoring

Circular Communities Scotland is committed to supporting diversity, equity and inclusion through our recruitment and employment practices. To do this we strive to meet the aims and commitments set out in our Equal Opportunities Policy. You can help us by filling in our **Equality and Diversity Monitoring Form**. Please download the form from our website and email it separately to rhoda@circularcommunities.scot. The information provided will be kept confidential and used for monitoring purposes only. This information will be separated from your application in the recruitment process. However, filling in this form is voluntary.

If you have any questions about this form, please contact Rhoda at rhoda@circularcommunities.scot.