



0131 226 7225
info@scotthobbsplanning.com
www.scotthobbsplanning.com

24a Stafford Street
Edinburgh
EH3 7BD

28 October 2025

Job Description

Office Manager / Financial Assistant

Company Website Version

Join Our Team: Office Manager / Financial Assistant

Location: Edinburgh | Hours: Part-Time (2 days/week)

Scott Hobbs Planning is seeking a versatile and reliable Office Manager / Financial Assistant to support our operations and financial processes. This role is central to keeping our business running smoothly and efficiently.

Role Overview You'll be responsible for managing office logistics, coordinating meetings, and maintaining financial records. From processing payroll and invoices to supporting compliance and reporting, you'll play a key role in our internal operations.

Key Duties

- Office administration: reception, supplies, IT coordination
- Financial support: payroll, pensions, expenses, invoicing
- Compliance: VAT returns, annual statements, accountant coordination
- Ad hoc support: venue bookings, publications, mail handling

Ideal Candidate

- Organized and proactive
- Experienced in financial administration
- Skilled in Xero or similar platforms
- Comfortable working independently

Why Work With Us?

- Flexible part-time schedule; permanent position
- Friendly and professional team
- Company Pension
- Competitive rates
- Generous holidays
- Opportunity to make a meaningful impact

✉ Interested? Email your CV to info@scotthobbsplanning.com