# Finance & Administration Officer, Edinburgh Social Enterprise Network Limited

Edinburgh Social Enterprise Network Ltd (ESEN) is recruiting for a Finance and Administration Officer to manage the day-to-day financial and administrative aspects of the organisation on behalf of the ESEN Board.

We are looking for a resourceful administrator with experience of financial management to work within a small team, and to provide secretariat support to the Edinburgh Third Sector Interface.

ESEN is a membership organisation that exists to create the conditions for social enterprises to thrive in Edinburgh. Within our organization is The Good Stuff Community, creating opportunities to make connections between social enterprises, socially enterprising businesses and organisations who want to work with them to create positive social impact! We are one of the biggest social enterprise networks in Scotland providing a range of services including peer-to-peer support and networking; the promotion of social enterprises and their products and services; representation of the social enterprise sector; provision of information and learning events.

The small staff team works closely with the board of directors, all of whom have senior positions in Social Enterprises in the city. ESEN is a partner in Edinburgh’s Third Sector Interface (TSI) and leads on design and delivery of Edinburgh’s Social Enterprise Strategy. The organisation receives core funding from Scottish Government and City of Edinburgh Council and generates income through a range of events and activities.

For further information about Edinburgh Social Enterprise and The Good Stuff Network Edinburgh, please visit our [website](http://goodstuffedinburgh.co.uk/)

**Salary:** £24,874 per annum, pro rata

**Hours:** 21 (0.6 of full time)

**Benefits:** 31 days annual leave plus six public holidays (pro rata)

**Location:** Edinburgh

**Closing date:** Noon on Monday 22 January

# How to apply:

Please send your CV and covering letter outlining your experience and suitability for the role, and a completed equalities and diversity monitoring form to [info@edinburghsocialenterprise.co.uk](mailto:info@edinburghsocialenterprise.co.uk) by noon on Monday 22 January.

Registered charity number: SCO44030 FCA number: 2726RS