

Finance and Administration Officer

Corporate Services
Quality Meat Scotland



Do you have a strong eye for detail and a head for figures? Are you experienced in payroll, VAT returns, and financial reporting—and looking for your next challenge?

If you've answered 'yes,' then Quality Meat Scotland (QMS) could have the perfect role for you!

QMS is the Scottish Red Meat Levy body. We work with the Scottish red meat industry to help make Scotland THE Choice for Premium Red Meat.

We are currently seeking a Finance & Administration Officer to join our Corporate Services team. This is a key role responsible for leading on our financial processing, including payroll, sales ledger management, and statutory financial reporting. Alongside this, the role provides high-level administrative support and helps ensure smooth office operations and cross-cover for essential tasks.

No two days are the same. One day you might be running monthly payroll or preparing VAT returns; the next, you could be proofreading key reports or supporting the onboarding of a new colleague. You'll also support procurement oversight and help coordinate with our external IT partners.

You'll work closely with the Head of Corporate Services and the wider team in a collaborative and professional environment, with opportunities to contribute to continual improvements across systems and processes.

This is a permanent, full-time role (35 hours per week, Monday to Friday), based in our office on the outskirts of Edinburgh. We offer hybrid working, with flexibility and a supportive, values-driven culture.

We also offer a competitive remuneration package, including 25 days' annual leave (plus 11 public holidays) and a generous 10% employer pension contribution.

Full job description available on request: applications@qmscotland.co.uk

To apply:

Please submit your CV and a covering letter explaining why you're a strong fit for the role.

Email: applications@qmscotland.co.uk

Closing date: 12pm on Wednesday 29th October 2025