



Change the World with Exotopic

Role: Finance and Administration Assistant

Location: Glasgow, Scotland

Start Date: ASAP

Hours: Part time (16 hours a week. 10am to 2pm for 4 days)

Compensation: £30 - £35k per annum pro rata

Key Words: Finance; Administration

Criteria:

- **Right to work** in the UK.
- Minimum **two years' experience** in similar role.
- Strong **organisational** skills.
- Excellent **communicator**.
- Proficient **IT** skills (MS office)
- **Diligent** and details orientated.
- **Bookkeeping** experience.

Job Description:

We are seeking a Finance and Administration Assistant to join our growing team. This is an office-based role with the opportunity to choose core hours and ideally suited for a professional looking for a part-time position. Your primary role will be to support the Finance Manager in the following tasks:

- Compliance and Legal – Framework Compliance, NDAs and contract filing
- Contract/Project Administration
- Finance – Raising Purchase Orders, checking and logging invoices on Xero
- Office Management – Utilities, business rates, insurance, rent
- Managing company inventory and promotional stock
- HR – BPSS and Security Clearances
- HR – Company policies
- Health and Safety Compliance
- Support team members on providing various information and documentation
- Perform miscellaneous duties as requested





Company Profile:

Exotopic is a UK-based consultancy and engineering company operating at the intersection of **advanced technology, national capability and real-world delivery**. We work across the space, quantum, defence, security and adjacent deep-tech sectors, supporting organisations to take complex technologies from concept through to operational use.

Our work spans **business acceleration, engineering, systems design, regulation, commercialisation and programme delivery**, with a particular focus on high-assurance and mission-critical environments. Exotopic frequently operates at early- and mid-stage programme maturity, helping customers solve technically challenging problems where requirements are evolving and constraints are real.

We are a **small, fast-growing company** with a strongly hands-on, problem-led culture. Team members are trusted to take ownership, exercise sound judgement and deliver tangible outcomes, while working collaboratively and with discipline in secure and regulated contexts.

How to apply: Send an email with your CV and Covering Letter to recruitment@exotopic.com

