



Finance Officer

Job pack

INVESTORS IN PEOPLE™
We invest in people Silver

 happy to
talk flexible
working

 **CARER POSITIVE**
Employer in Scotland
ENGAGED

 **Living Wage**
Employer

Welcome

As Scouts, we believe in empowering young people with skills for life. We encourage our young people to do more, learn more and be more.

We question and listen and form wide open minds. We take a deep breath and speak up. We think on our feet. See the big picture. Ignore the butterflies and go for it.

We get back up and try again. We think about what's next, and plan for it. We jump in, get muddy, give back and get set.

We're Scouts and everyone's welcome here. All genders, races and backgrounds. Every week we give thousands of 4-25-year olds across Scotland the skills they need for school, college, university, the job interview, the important speech, the tricky challenge and the big dreams: the skills they need for life.

We make a big difference. You could too.



Our values

Integrity

Respect

Care

Belief

Cooperation

Our Impact

We know that Scouting will be needed more than ever as we recover from this pandemic. Young people are facing a crisis in mental health and loss of skills through prolonged lockdowns. The work that we do is vital to thousands of young people across Scotland.

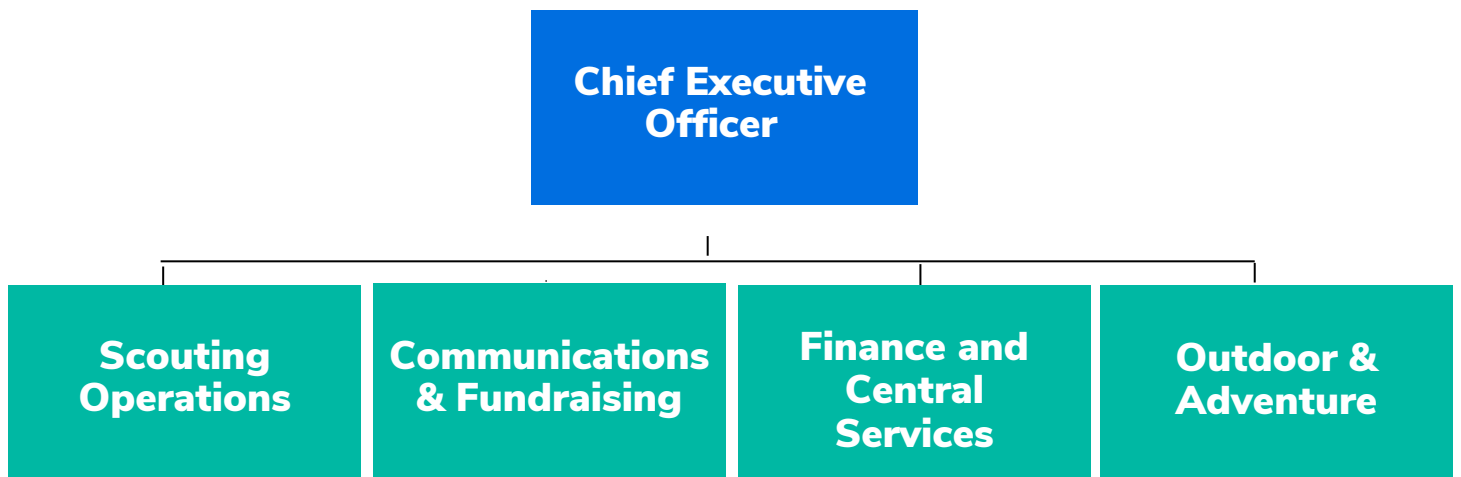
Society is changing. In often fragmented communities, the pressures and expectations on young people are increasing. Scouts has never been so important in helping young people prepare for the future, developing the skills they need to succeed in a changing world. Each week, throughout the UK, almost half a million young people enjoy fun, friendship and outdoor adventure. They develop a sense of optimism and strong values as well as the leadership and team working skills that are more valuable today than ever.

We're focusing on recovery and regrowth following the pandemic, making sure that our volunteers and young people have the support that they need.

Our [Skills for Life strategy](#) supports and empowers our volunteers who are the people that make Scouts a reality. It's a strategy to bring communities together and contribute towards a better society. But most of all, it's a strategy for young people. They deserve the best skills, the best support, and the best possible futures.

Our Structure

Our Headquarters operation is based at Fordell Firs, just outside Dunfermline and we have three Scout Adventures Centres across Scotland. We have staff based in offices, at the centres, and working from home. Operationally we work in four teams:



Core Purpose and Overview

Do you know charity finance inside and out? Do you get a buzz from helping others to understand it too? Do you want to work with a fab team in a beautiful location with trees, wildlife, and young people developing skills for life outside your office window? You might just be exactly who we're looking for.

We are looking for a Finance Officer to assist with ensuring our accounting operations meet legal requirements.

You should be familiar with audits, invoices and budget preparations. Our ideal candidate demonstrates interest in accounting activities, including bank reconciliations, accounts payable and accounts receivable. You should also have excellent organizational skills.

Ultimately, you'll be responsible for the day-to-day organisation of our financial transactions and procedures.

You'll make sure that financial reporting is carried out to a professional standard and in line with OSCR charity and statutory regulations for finance. You'll provide advice and guidance to budget holders and work with senior managers to provide accurate information so we can make the best decisions.

We're a charity and membership organisation. You'll be passionate about the work we do helping young people to become the best they can be. You will enjoy forming relationships with our amazing volunteers and always be on the lookout for where we can make the biggest difference.

Key Tasks

Finance

- Make sure all financial reporting and forecasting is carried out to a professional standard and in line with OSCR charity and statutory regulations
- Keep accurate records for all daily transactions
- Supplier Invoice & Credit Card processing ensuring appropriate authorisation, nominal coding and entering on Xero
- Process payments on the bank and Xero for Suppliers, Expenses and Funding applications
- Record accounts payable and accounts receivable
- Month-end journals – Centre Income, Memberships & Funds
- Balance sheet reconciliation,
- Assisting with preparation of monthly management accounts,
- Keeping Supplier Records up to date and accurate
- Bank Transaction postings and Reconciliations
- Assist in preparation of monthly, quarterly and annual financial reports
- Reconcile Funds, Events and Grant Applications.
- Reconcile payments with booking systems
- Prepare for and participate in the yearly Financial Audit
- Assist with budget preparation
- Apply Customer payment to Centres Booking systems and reconcile monthly
- Assist in the financial aspects of Events and activities
- Assist our Volunteers with financial reporting and event support
- Monthly payroll process onto Sage 50 Payroll
- Liaising with stakeholders on Bank, Tax, NI, Sick Pay, Maternity Pay & Pensions

The person we are looking for

You'll have proven work experience as a finance officer of similar role with solid knowledge and experience of financial and accounting procedures. You'll provide financial support to our staff team and volunteers.

Knowledge and Experience

- Knowledge and experience of financial operations (a charity setting would be desirable)
- Knowledge of financial regulations
- Knowledge of Year End Accounts preparation
- Experience of using modern accounting software for financial processing, knowledge of Xero would be advantageous
- Knowledge of accountancy processes and charity regulations in Scotland.
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data
- Experience of, and understanding of the voluntary sector.

Skills and Abilities

- Confident and credible to colleagues and stakeholders
- willing to play your part in a hard-working team
- Friendly and enjoy working with lots of people from different backgrounds and experiences
- Can work easily with others to set realistic goals and achieve them
- Ability to work, plan and prioritise under pressure – you can multi task and meet strict financial deadlines.
- Proactive with the ability to adapt to changing circumstances and priorities whilst maintain high levels of customer service.
- Good communication skills including writing reports and procedures, ability to communicate with budget holders and to explain financial matters and presentation skills.
- Data analysis and interpretation skills

Values and Personal Qualities

- A passion for the aims and values of Scouts Scotland
- Open, confident and willing to challenge constructively, and take feedback.
- Stay up to date with the knowledge and skills you need to do your job well
- Happy to work occasionally during the evenings and weekends
- Not being barred from membership of The Scout Association



Summary Terms and Conditions

Title:	Finance Officer
Contract:	Permanent
Salary:	£26,000 - £29,000
Pension:	A contributory pension scheme is available. Contribution rates are 7% of salary from the employer and a minimum of 5% from the employee.
Hours of work:	35 hours per week. We are happy to talk flexible working.
Location:	Scouts Scotland Headquarters, Dunfermline with the flexibility to work using a hybrid model by agreement with your line manager
Holiday:	25 days a year, rising incrementally to a maximum of 32 days after 8 years, plus 9 bank holidays.
Extra holidays:	We close during the Christmas and New Year holidays, which means you get 3 days of extra leave.
Benefits:	We offer a wide range of family and carer friendly benefits to support work life balance including, but not limited to flexible hours, paid leave for volunteering and public duties, additional leave for long service.

How to apply

Key dates

- The closing date for applications is **9am on Friday 31 March 2023**
- Interviews will be held on **Thursday 13 April 2023 in Dunfermline**

Process

Applications are invited from individuals. Please make sure you read the person specification section and then send a CV and covering letter. The covering letter must detail how you meet the role criteria in no more than 600 words and be sent to hradmin@scouts.scot by the closing date.

Further information

If you require any further information about the process or the role, please contact the Head of Finance and Central Services, Mohammad Karim – mohammad.karim@scouts.scot

We want our application and interview process to be as inclusive as it can be so if you have any special requirements or would like to submit your application in an alternative format please let us know and we will do our best to accommodate this.

We recognise that we achieve more with a talented group of diverse individuals, who bring different experiences and perspectives that enable us to represent the full diversity of our Movement and society. Despite all of this we know that we're not as diverse as we'd like to be as a workplace and we're actively working to change that. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disability.

We're a small, busy team, so if you haven't heard from us within two weeks of the closing date that means you have not been selected for interview this time.



Scouts Scotland is a registered Scottish Charity No. SC017511