SU Scotland

# Finance Assistant

Closing date: 02.12.2026

# RECRUITMENT PACK



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## Finance Assistant

November 2026

**Hello.**

Thank you for taking the time to check out this opportunity with SU Scotland.

Our shared vision is to see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus.

We're probably best known for our work in schools, with churches and in SU centres, not to mention our dynamic programme of holidays and camps for children in P5 through to S6 where we say to every child and young person, "You belong here."

We are now seeking to appoint a new Finance Assistant who will be a key contact for supporters, suppliers and colleagues. Providing crucial support to our ministry, this role will make sure donations and payments are accurately processed and that all finance administration is undertaken efficiently.

Please enjoy reading through the enclosed recruitment pack and if you have questions about the role prior to applying, just shout.

Meantime, be assured of our prayers for you and others giving serious consideration to whether this could be the right thing for you.



Robin MacLellan, CEO
**robin.maclellan@suscotland.org.uk**



# ABOUT SU SCOTLAND

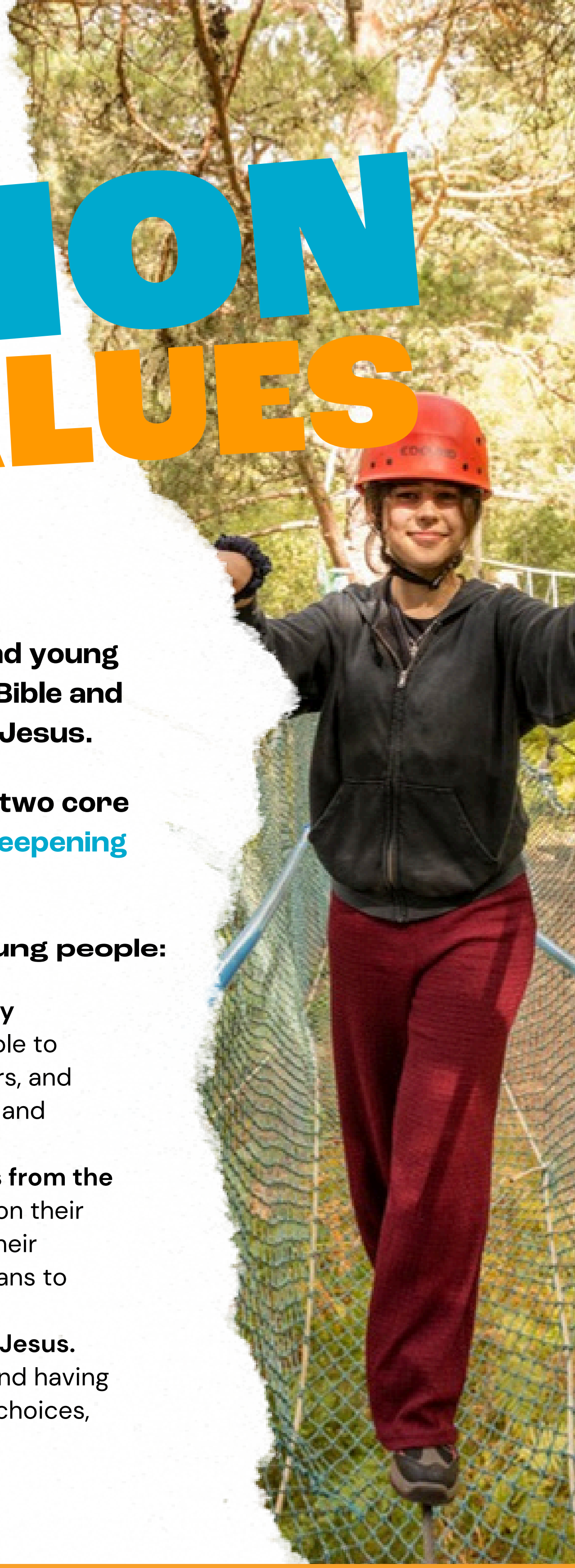
Scripture Union Scotland is part of the worldwide family of Scripture Union movements that began in the nineteenth century and now operate in over 130 countries across the world.

We are a Christian charity working in partnership with local churches and other sympathetic organisations. More than 2,800 volunteers are involved in helping to run our activities, together with around 150 staff.

- Our SU Holidays and weekends are the place to be for high energy activities, music, crafts, friends, fun, camping and a whole lot more with Magnitude Festival adding a dynamic new dimension to the mix.
- Our residential centres are places of adventure, escape, discovery and hope, hosting thousands of school pupils on residential breaks each year.
- We work in schools throughout the academic year. SU workers and volunteers contribute to the curriculum in many of Scotland's schools.
- Our discipleship programme helps young people to grow, learn, explore and develop leadership skills.



# OUR VISION & VALUES



**Our vision is to see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus.**

**Everything we do is governed by two core values: dependence on God and deepening relationships.**

**We love to see children and young people:**

- **Feeling valued and accepted in every encounter with SU Scotland** being able to express their views, engage with others, and grow in confidence as they recognise and develop their abilities.
- **Exploring the key stories and events from the Bible,** reading and studying the Bible on their own and with others, and growing in their understanding of God and what it means to follow him.
- **Having opportunities to learn about Jesus.** Making the decision to follow Jesus, and having the confidence to reflect this in their choices, attitudes and actions.



# OUR STRATEGY 2024+

## VISION

Our vision is to see every child and young person in Scotland exploring the Bible and responding to the significance of Jesus.

## VALUES

Everything we do is governed by our core values of Dependence on God and Deepening Relationships

## OUTCOMES we seek for children and young people

### Discover

Discover God's love for them

Encounter God's goodness through the service of his people

Explore God's world

### Explore

Explore and understand the Christian faith

Read the Bible and understand its big story

### Respond

Space to reflect and make a response to the Gospel

Children and young people coming to faith

### Flourish

Confidence in living for Jesus and sharing faith

Grow as a disciple and young leader

Help disciple others

## ANCHORS

**As we work we will do so with:**

Bibles open - Prayer central - Ministry at the Margins prioritised - Volunteers first - Disciples making disciples - Serving churches - Residentials transforming lives

# JOB OVERVIEW

**Job Title:** Finance Assistant

**Salary:** £14,941 - £15,353 per annum (£24,902 - £25,589 per annum, pro-rated for part time), plus generous employer pension contributions

**Location:** Hybrid - Glasgow SU Office/Home

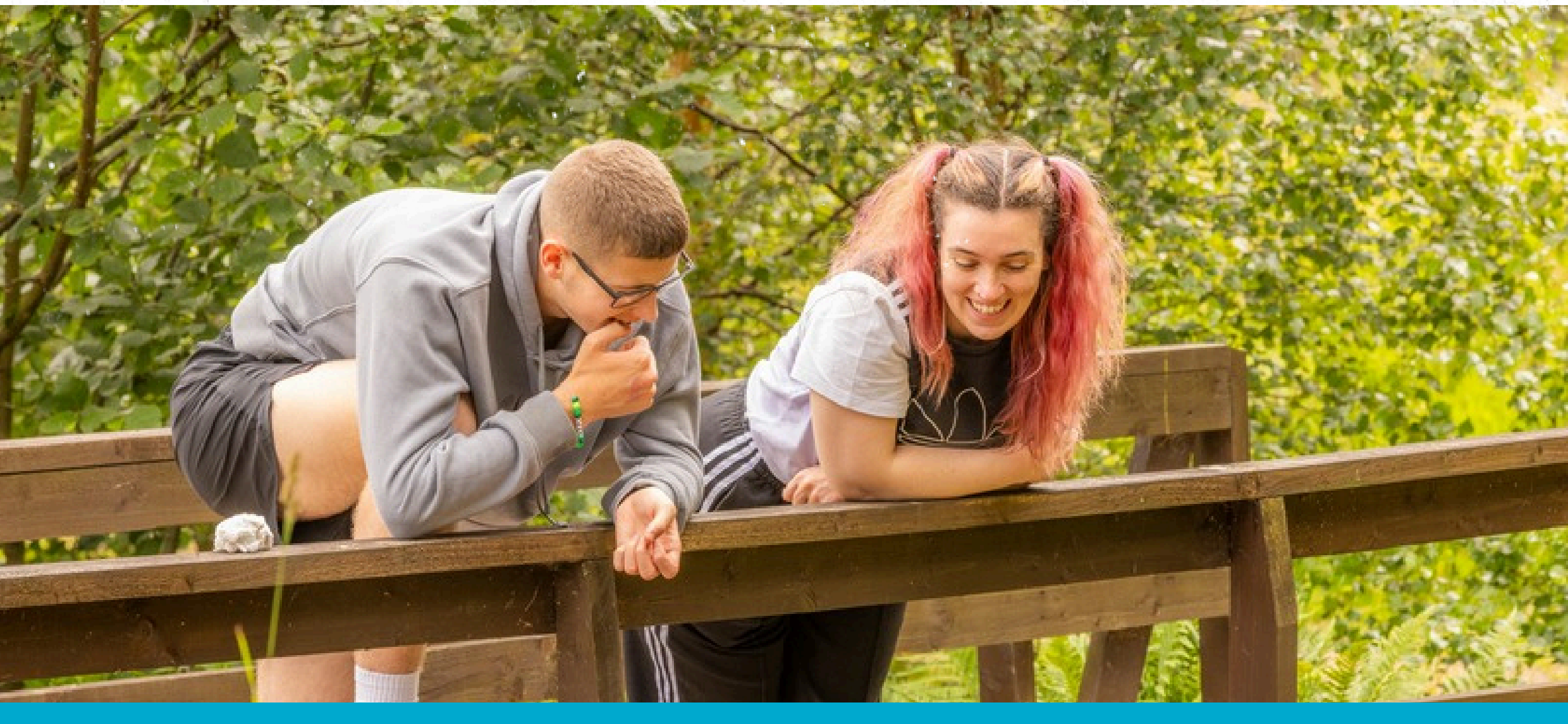
**Contract:** Part time - 22.5 hours per week, worked over at least 4 days.

**Managed By:** Accountant

**Key Relationships:**

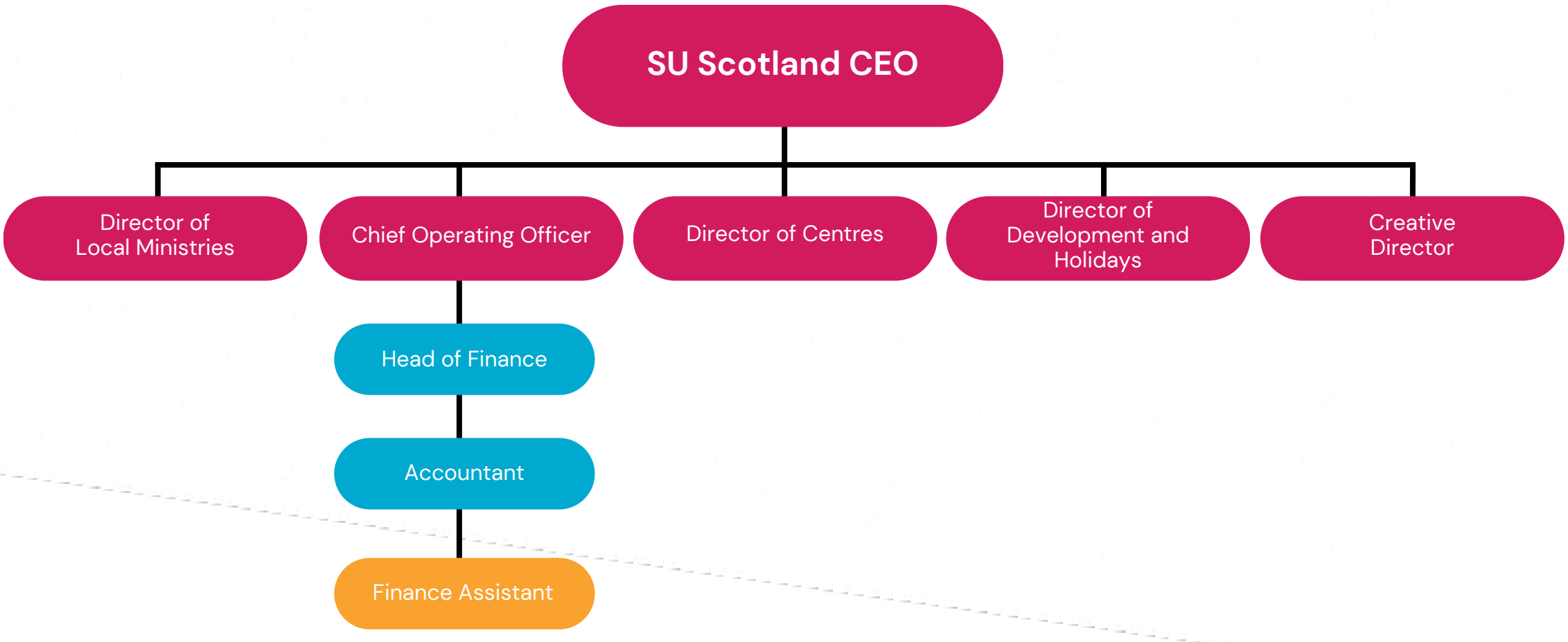
**Internal:** Accountant, Head of Finance, Leadership Team, Fundraising Team, SU Scotland staff.

**External:** SU Scotland supporters & volunteers, suppliers, bank.





# HOW THIS ROLE FITS IN




## Job Purpose

Responsible for the accurate processing and recording of organisational income, the timely administration of supplier and other payments, and maintaining effective communications with supporters, suppliers and staff. Also assist with reconciliations, accounting analysis and provide general administrative support for the Finance department.



# TASKS & RESPONSIBILITIES

- Process donation income and gift aid declarations onto Dynamics CRM Database. Check allocations, restrictions and gift aid treatment and issue acknowledgements.

- Ensure that all cash and cheque income received at the Glasgow office is prepared for banking and physically banked on a weekly basis.

- Engage with supporters by phone, email and post, including handling of queries regarding one off and regular donations and gift aid. Maintain Dynamics CRM Database for supporter details relating to donations.

- Set up and process payments when due for suppliers, staff expenses and other payment requests.

- Match Direct Debit bank payments to supplier invoices on Sage Intacct, chasing up any that are missing.

- Reconcile supplier statements to Purchase Ledger and deal with supplier and staff queries.

- Provide ad hoc reports regarding donations or costs.

- Support the Finance department through administrative tasks such as opening and sorting incoming mail, monitoring the finance email in-box, answering the phone, franking outgoing mail, filing, archiving.

# OTHER REQUIREMENTS

**In common with all SU Scotland staff members:**

- Further the aims and activities of Scripture Union Scotland.
- Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified.
- Attendance and full involvement at the annual staff residential conference and other staff days as they arise.
- Taking part in other Scripture Union activities arranged centrally or by other areas of the organisation where appropriate.
- Demonstrating commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond.

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, will be expected as required.

# OTHER REQUIREMENTS



## Ministry Partner Development

Each member of the SU Scotland staff team is involved in support raising to an appropriate extent. Fundraising colleagues will resource you for this task and your line manage will agree an action with you that reflects the nature of your role. Time is set aside as part of the working week for these tasks.

Action plans may include:

- personal approaches to potential donors and prayer supporters to invite them to partner in your ministry
- regularly updating your action plan and keep a track of tasks undertaken
- regular communication with existing prayer and financial supporters to ensure they are well-informed and their contribution appreciated
- being aware of volunteering opportunities and promoting these as appropriate

## Occupational Requirement

- An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9),

- This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy, in all that it affirms, and the highest authority for faith and life in keeping with SU Scotland's statement of faith. These principles require to be applied alongside the professional skills required in this role.

# PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Work Experience** | | |
| 1 years' experience in a similar role that includes structured tasks requiring a high attention to detail. | ✓ | |
| Knowledge of Gift Aid legislation | | ✓ |
| Knowledge of basic VAT principles | | ✓ |
| Previous roles will have involved work on own initiative | | ✓ |
| Computer literate with a good understanding of Windows and associated office software packages | ✓ | |
| Working knowledge of an Accounts Payable system | | ✓ |
| Experience of providing excellent customer service | ✓ | |
| Experience of working in a team environment | ✓ | |
| **Education** | | |
| HNC level or equivalent Accountancy qualification | | ✓ |
| **Social** | | |
| In sympathy with the ethos of Scripture Union Scotland | ✓ | |
| **Aptitude** | | |
| Good attention to detail and high standards of accuracy | ✓ | |
| Demonstrates good numeracy skills | ✓ | |
| Demonstrates ability to relate with and communicate effectively to a wide range of staff, supporters and suppliers. | ✓ | |
| Good team player but also able to work on their own | ✓ | |
| Ability to prioritise tasks, manage workload and meet set timescales and deadlines | ✓ | |
| Ability to deal with confidential information in an appropriate and professional manner | ✓ | |
| Excellent administrative skills | ✓ | |
| **Other** | | |
| Able to demonstrate knowledge and understanding of Scripture Union Scotland | | ✓ |



# TERMS & CONDITIONS

## HOURS

The post is part time, working 22.5 hours per week over 4-5 days.

## PROBATIONARY PERIOD

The first three months of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period, your appointment will be confirmed. The employer reserves the right to extend your probationary period.

## TERMINATION OF EMPLOYMENT

During the probationary period the notice required to be given either by you or Scripture Union Scotland to terminate your employment is one week. Except during the probationary period, the length of notice which you are obliged to give the company to terminate your employment is twelve weeks. Except during the probationary period, the length of notice which you are entitled to receive from the employer to terminate your employment is four weeks until you have been continuously employed for five years. Thereafter, you will be entitled to one further week's notice for each completed year of service up to a maximum of twelve weeks. Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

## SALARY

£14,941 - £15,353 per annum (£24,902 - £25,589 per annum, pro-rated for part time), dependent on experience. New appointees are normally placed at the starting peg point unless there are exceptional circumstances. You will be paid in arrears on a monthly basis, on or before the 28th of each month.

## PENSION ARRANGEMENTS

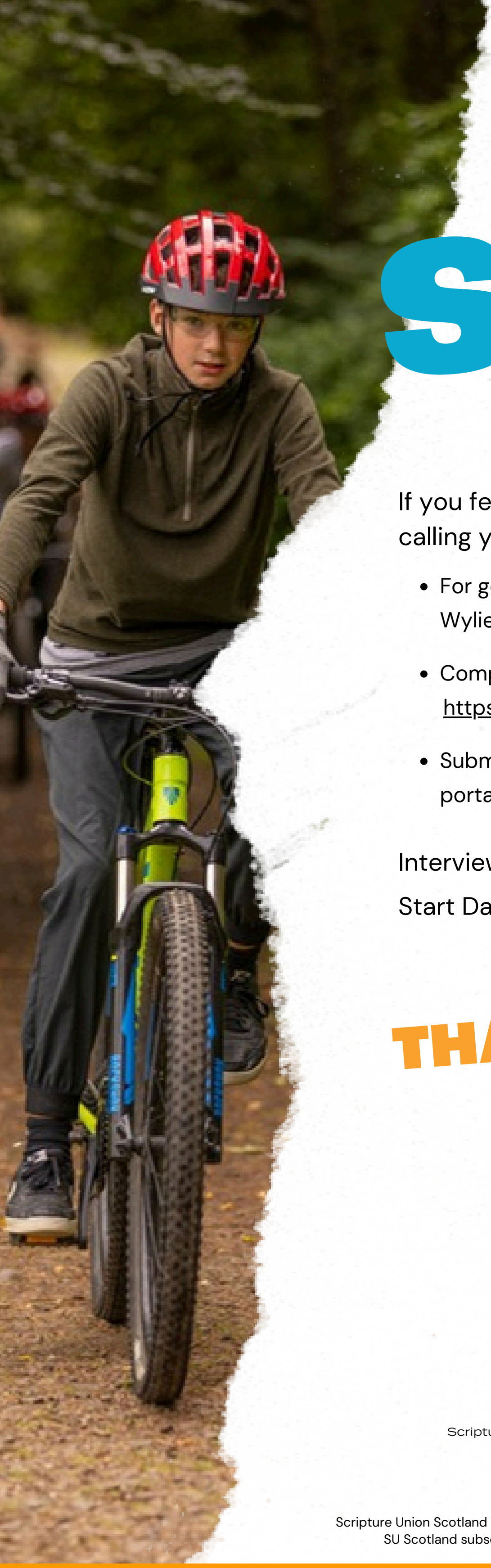
SU Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 5.5% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution.)

## LIFE INSURANCE COVER

Life insurance cover of three times your annual salary is provided, with the premium being paid for by SU Scotland.

## HOLIDAYS

The holiday year runs from 1 April to 31 March. Annual leave entitlement for a full-time post is 33 days paid holiday (this amount is inclusive of entitlement to local and national holidays). Annual leave entitlement for part-time and fixed term staff is pro-rata. Annual leave entitlement will Increase with length of service.



# NEXT STEPS

If you feel this role is something that God may be calling you to apply for:

- For general questions about the role, please email Susan Wylie, our Head of Finance: susan.wylie@suscotland.org.uk
- Complete your application on our BambooHR portal: https://suscotland.bamboohr.com/careers/114
- Submit your completed forms through the application portal on BambooHR before **4pm on 2 December 2026.**

Interview: **8 December 2026**

Start Date: **as soon as possible**

## THANKS FOR YOUR INTEREST!

SU Scotland

**@suscotland**

Scripture Union Scotland is registered in Scotland as a charity (no.SCO11222) and as a company limited by guarantee (no.SC54297).

New Olympia House, 13 Olympia Street, Glasgow, G40 3TA.
**suscotland.org.uk | 0141 332 1162**

Scripture Union Scotland is registered with the Information Commissioner's Office under registration reference ZA356097.
SU Scotland subscribes to the United Nations Convention on the Rights of the Child, as reflected in UK law.