



# Finance Officer Recruitment Pack

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[scottishbooktrust.com](https://scottishbooktrust.com)



Scottish Book Trust is a registered company (SC184248)  
and a Scottish charity (SC027669).

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## About Scottish Book Trust

Scottish Book Trust believes that reading and writing for pleasure has the power to transform lives, from supporting mental health and wellbeing to breaking the poverty cycle, improving employability and inspiring creativity.

As Scotland's only national reading charity, our mission is to ensure people living in Scotland have equal access to books and, every year, we deliver our world-class programmes and annual awards to well over two million people. From introducing books and storytelling to pre-school children to inspiring and empowering adult readers and writers, we believe it's never too early – or too late – to begin a magical journey with words.

We deliver our programmes in every local authority area in Scotland, and we work with partners ranging from small community groups to the Scottish Government. Our book-gifting programmes through Bookbug and Read, Write, Count reach over 310,000 children across Scotland every year.

You'll find us in schools, and libraries and at community events. You'll find us in towns, and cities and in isolated, rural communities. And you'll find us bringing books to life for children in care, families living in challenging circumstances and people in prison. In short, you'll find us wherever we're needed most.

### Our programmes include:

[Bookbug](#)

[Book Week Scotland](#)

[Reading Schools](#)

[Writing and authors programmes](#)



## **Our values**

We're looking for people who share these values that apply to everything we do:

### **Creative**

We welcome innovation and experiment with new approaches. Our staff contribute and test out ideas and we encourage this approach in our partners.

### **Bold**

We tackle challenging issues, set high standards and ask difficult questions of ourselves and of others. We create a culture of openness and ambition within our organisation.

### **Collaborative**

Our partnerships are one of our most valuable assets. Successful collaboration is fundamental to our achievements, our development and our impact.

### **Nurturing**

We treat everyone with respect and value diversity and individuality. We are committed to fulfilling potential and developing talent.

## Our people

We currently employ over 70 staff across:

- Four programme teams supporting Early Years, School Communities, Reading Communities and Writing Communities
- Our Marketing department that includes fundraising, social media, design and digital functions
- Our Finance and Operations department that includes Finance, HR, Commercial development and Building management functions.

You can find out more [about our team](#) on our website.

We have staff working for us across Scotland. We support flexible working with 16 part-time staff and 18 staff working compressed hours. Whilst we encourage staff to spend time in our office in central Edinburgh to collaborate and share ideas, we also support hybrid working. On average, most staff spend one to two days per week in the office. We are responsive to the needs of our staff and ensure accessibility is embedded in the materials we create. We provide our staff with tailored learning and development opportunities to support them to do their best work.

We want to support all communities across Scotland, with particular focus on those who are vulnerable, under-represented and who need it most. We are an organisation where equality, diversity and inclusion are embedded in all we do, and we would like to improve diversity within our leadership.

We believe that staff with different backgrounds and experience are more likely to encourage debate and to make better decisions. We are looking for people who will be passionate supporters of our mission, whose lived experience can help shape the impact of our programmes and improve how we engage with our beneficiaries.

## About the role

This is an excellent opportunity for you to support Scottish Book Trust as a Finance Officer. The position offers flexible part-time working within our Operations Team.

The Finance Officer works closely with the Finance Accounts Manager, to ensure that accurate and timely financial processes and records are maintained, and that financial controls are implemented.

The first point of contact for managing all financial transactions with SBT's customers, the post also supports and guides SBT staff in their financial processing responsibilities.

## Key responsibilities

- Accurate and timely recording of transactions in the finance system (Sage Line 50)
  - processing sales invoices, coding and VAT allocation
  - processing expense claims and credit card administration
  - allocating income from our Commercial activity
- Upholding the financial controls of the organisation, including ensuring sufficient supporting documentation and authorisation for income and expenditure is valid and properly stored for audit purposes
- Maintaining and managing the sales ledgers
- Maintaining an effective credit control policy, liaising with SBT staff to manage outstanding customer balances
- Responding to customer enquiries regarding account balances and activity
- Supporting SBT staff to carry out their financial processing responsibilities effectively, reporting any concerns to the Finance Accounts Manager
- Monitoring company credit cards and reconciling accounts
- Reconcile sales ledger to trial balance

- Maintaining and reconciling claims expenses system and petty cash.
- Promoting Scottish Book Trust's good reputation in all dealings with the public, bank, customers and others
- Support the general work of the Operations Team including providing cover for the Finance Accounts Manager and Office Manager as required.

You will have:

- Minimum 2 years' experience in an accounts or book-keeping role, preferably with experience of Sage 50
- Strong numerical skills, with a high level of accuracy and attention to detail
- Excellent administration skills
- Ability to use initiative to plan, organise and prioritise workload to meet deadlines
- Effective written and verbal communication skills
- Ability to work flexibly to meet changing demands
- Ability to problem-solve with minimal supervision
- Ability to build productive relationships with colleagues and customers.
- Excellent team-working skills
- Good knowledge and ability in use of MS Office (particularly Excel and Word)
- To be conscientious, trustworthy and responsible

Appointment to the post is conditional on securing basic clearance from Disclosure Scotland.

## **Benefits**

### Location

The person location is blended between our Edinburgh Office and home. The office is in Edinburgh City Centre, with great access by train, bus, and tram.

### Salary

Grade 3, Salary Band £23,000–£28,349 FTE, pro-rated to £11,500–£14,174.50

### Hours of work

17.5 hours per week. We are open to a discussion about a flexible working pattern.

### Contract type

Permanent.

### Holidays

Scottish Book Trust's holiday year runs from 1 January to 31 December of each year. The basic annual holiday and statutory leave entitlement for a full-time post is 37 days per annum including public and bank holidays which staff may be asked to work and for which they will be paid at the usual rates. The office closes between Christmas and New Year for which holidays must be taken from the annual allowance. Holiday entitlement accrues during the first year of employment on a month-by-month basis and staff are only entitled to holidays as they accrue. Holiday entitlement for part-time posts is calculated on a pro-rata basis. For this role the pro-rated allowance is 18.5 days.

### Pension

Scottish Book Trust offers a money purchase pension scheme with a current employer contribution of 5% per annum and a minimum employee contribution of 3%. Eligible employees will be auto enrolled into this scheme but have the choice to opt out.

### Death in service and other benefits

Scottish Book Trust offers a life assurance scheme, paying a lump sum of three times employee's gross annual salary upon death whilst in employment.

Employees also have access to an assistance programme and a Bike to Work scheme.



## How to apply

To apply for this role, you must complete our [online application form on the vacancy webpage](#). Please note that we do not accept CVs. As well as telling us about your qualifications and work experience, you will be asked to complete a Personal Statement explaining how your skills and experience meet the criteria set out in the job description.

On the application form we will also ask you to give us the names and contact details for two referees, one of these should be your current or most recent employer. Please note that we do not contact referees until a conditional offer of employment has been made.

We welcome applications from diverse educational and cultural backgrounds. However, we are unable to offer visa sponsorship for this role. Therefore, please ensure you have the right to work in the UK before you apply for this post. We will ask you to bring proof of your eligibility to work in the UK with you to interview. Please see the UK Government website for more [information on proving your right to work](#).

We recognise our responsibility in protecting vulnerable groups. Appointment will be conditional on securing basic clearance from Disclosure Scotland.

For any additional information please email [recruitment@scottishbooktrust.com](mailto:recruitment@scottishbooktrust.com)