Job Title Bookkeeping Service Advisor

Salary SCVO Grade 6 (£41,575 to £46,194)

Location This post can be based in Edinburgh or Glasgow. SCVO staff can work a blend of office and home on agreement with their team and line manager, and within the parameters of our blended working policy.

1. Purpose and values

SCVO believes the voluntary sector is vital to Scotland’s economy, society and democracy. We support the sector to achieve its ambitions through delivering services, giving the sector a voice at a national level and promoting and supporting innovation and improvement. Our vision therefore is a thriving voluntary sector at the heart of a successful, fair and inclusive Scotland. We champion the role of voluntary organisations in building a flourishing society and support voluntary organisations to do work that has a positive impact.

Our values are the foundation of how we act individually and collectively as SCVO staff members. We are: accountable and committed, responsive, supportive, progressive and bold.

Equality, diversity, and inclusion at SCVO

SCVO is committed to building a workforce of people from a wide range of backgrounds, perspectives, and experiences.  That means a workforce that includes people of different age groups, socio-economic backgrounds, faith and beliefs. People who are trans, disabled, from minority ethnic backgrounds. People who identify as lesbian, gay, or bisexual or another sexual orientation. We welcome applications from individuals from all communities particularly from people with disabilities and people from ethnic minority backgrounds, currently under-represented within SCVO. We share our interview questions in advance of interview, and we offer blended and flexible working from day one of employment, including part-time working and working from home, as well as other flexible working options.

1. Job purpose

The Bookkeeping Service Advisor will play an important role in developing a bookkeeping and independent examination service to both members and non-members of SCVO. This is a start-up service with no customers or systems currently in place.

1. Key accountabilities

* Work with SCVO’s Head of Finance and Service Development and Improvement Manager to set up a bookkeeping service for the voluntary sector in Scotland
* Marketing of service, work with SCVO’s Marketing and Communications team to generate customers and meet financial targets
* Develop and implement bookkeeping processes suitable for the provision of a bookkeeping service to multiple organisations of different sizes.
* Prepare and format financial reports, establish and generate structured accounts and basic management reports for multiple organisations, to support their financial decision-making
* Manage customer relationships, engage with clients professionally, addressing inquiries, providing financial clarity, and ensuring high service standards at all times.
* Operate case management systems, maintain and manage financial records within case management platforms, ensuring organisation and accessibility.
* Process and file financial data, enter transactions into accounting software/databases, validate accuracy, and maintain orderly physical documentation.
* Any other duties as may be required by SCVO.

1. Values, skills, experience and knowledge

The post holder will be expected to demonstrate the following range of skills and experience on a regular basis:

**Essential**

* Full membership of ACIE (Association of Charity Independent Examiners). ACIE membership is required to examine accounts of up to £500k
* Experience of bookkeeping including experience of carrying out independent examinations
* Experience of setting up bookkeeping processes and systems, to run a bookkeeping service
* Experience of establishing formatted accounts and basic management reports
* Experience of using bookkeeping software and applications
* Excellent excel skills
* Excellent customer relationship and sales skills
* Experience of using case management systems
* Correctness and accuracy is key
* Commitment to SCVO’s [service charter](https://scvo.scot/about/work/service-charter)
* Ability to uphold our values and principles, contributing to an inclusive working environment, striving for environmental sustainability.

**Desirable**

* An excellent understanding of the voluntary sector in Scotland; the challenges and opportunities in terms of service delivery
* Skills or qualifications in service design approaches
* Experience in the use of Salesforce or alternative CRM system.

1. Location and accountability

This post can be based in Edinburgh or Glasgow. SCVO staff can work a blend of office and home on agreement with their team and line manager, and within the parameters of our blended working policy. Full remote working may be available, subject to a flexible working request.

1. Further Information

For further information please contact [martin.mccomb@scvo.scot](mailto:martin.mccomb@scvo.scot)

1. To apply

Please e-mail your application to [recruitment@scvo.scot](mailto:recruitment@scvo.scot) by 12 noon on the closing date.

Closing date: Friday 01 August 2025 (12 noon)

Interviews: Wednesday 13 August 2025

1. SCVO salary scale

SCVO’s salary scale has six increments. Appointments are made on the 1st increment. Staff move up an increment on an annual basis (unless you are involved in formal disciplinary or performance management proceedings).

9. Major terms and conditions

A full package of terms and conditions is available. Key features include:

Salary: SCVO Grade 6 (£41,575 to £46,194)

Annual leave: 33 days plus 6 public holidays

Pension: SCVO offers a Defined Contribution Pension Scheme   
to its staff. Employee contributions are 6% or 3%, SCVO contributes 9% or 4.5%. A salary exchange option is available.

Probationary period: 6 months

Hours: 35 hours per week (flexible working options are available including part-time hours and home working).

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