

Finance Assistant

General Synod of the Scottish Episcopal Church

Salary	£24,000 – £27,000, pro-rata
Contract	Permanent
Hours	21 hours per week. Work pattern will be agreed with the successful applicant. On occasion, the Finance Assistant may be required to work additional hours with time off in lieu.
Location	21 Grosvenor Crescent, Edinburgh (usually two days a week in the office and as duties require, although fully in the office during induction period).
Annual leave	28 days of annual leave, plus 10 public holidays, pro-rated for part-time staff

Purpose of this role

Do you have strong organisational and financial skills? Do you enjoy working in a small, collaborative team? We are looking for a reliable Finance Assistant to support the smooth and efficient operation of our Finance & Pension functions.

This part-time role is ideal for someone with strong organisational and financial skills who is looking for a move to the Charity sector. Reporting to the Chief Financial Officer, the Finance Assistant will be responsible for a range of day-to-day financial duties in relation to the General Synod of the Scottish Episcopal Church and the Scottish Episcopal Church Pension Fund as well as support to the Finance Officer in the overall operation of the General Synod Office Finance Department and to the Pensions and Retirement Officer in the operation of the Church's Pension Fund. The role is key to ensuring the effective delivery of the team's activities and maintaining robust operational systems.

The appointment is part-time, 21 hours per week.

Who are we?

The Scottish Episcopal Church (SEC) is a diverse church in the liturgical tradition, with approximately 300 congregations across Scotland. We are part of the Worldwide Anglican Communion. The General Synod of the Scottish Episcopal Church is a registered charity serving the Church at national (or 'provincial') level. The General Synod Office, with a staff complement of c.30, supports dioceses (regions), congregations, clergy and laity across Scotland and facilitates the governance of the Church.

Note: the General Synod Office is currently located at 21 Grosvenor Crescent, Edinburgh EH 12 5EE. The office is likely to move to new offices in the centre of Edinburgh by the end of December 2025.

Who we're looking for...

You should have demonstrable experience in a financial support role and be familiar with financial procedures and accounting systems.

You will bring excellent customer service skills and great communication skills (written and verbal).

You will have the ability to independently problem solve, paired with strong organisational skills to plan and organise your workload to meet tight deadlines.

We are an equal opportunity employer and invite applications from people of all backgrounds and from any faith or none.

Duties

1. To be responsible, working in conjunction with the Finance Officer, for the day-to-day bookkeeping, banking and accounting for the Scottish Episcopal Church Pension Fund, including the provincial accounting aspects of the Additional Voluntary Contribution Scheme. This includes:

(a) Pension Fund

- the maintenance of appropriate accounting records
- the preparation of bank reconciliation statements
- the monitoring of monthly contributions and the issue of any necessary reminders
- monthly checking for clergy and staff changes (new starts / leavers / movers / changes in salary etc) and the sending out correct apportionment of pension contribution and standing orders to congregations and dioceses
- calculation and transfer of staff pension contributions
- the preparation of regular cash flow statements
- maintenance of appropriate records to enable annual production of congregational standing orders for collection of pension contributions.
- ensuring prompt payment of invoices
- the payment of retirement lump sums
- the preparation of required information for annual audit.

(b) Additional Voluntary Contribution Scheme

- the maintenance of appropriate accounting records
- the preparation of bank reconciliation statements
- the reconciliation of contributions paid to Standard Life
- monthly checking for New Starts and Leavers and the sending out of standing orders to congregations

2. To be responsible, working in conjunction with the Finance Officer, for the day-to-day bookkeeping, banking and accounting for the General Synod of the Scottish Episcopal Church. This includes:

- the maintenance of appropriate computerised accounting records (Cash Book, Nominal Ledger, Sales Ledger, Purchase Ledger)

- online banking
- raising sales invoices and credit control
- ensuring prompt payment of expenses / grants and sums due to suppliers etc
- regular banking of cheques received
- the monitoring of grants awarded and the tracking of spend against these on a monthly basis.

3. To be responsible for a range of other miscellaneous tasks including: -

- the administration of the Church's scheme of Child Allowance for clergy together with all the necessary record keeping and accounting
- the provision of cover when the Finance Officer is on holiday or otherwise absent (to include all necessary banking/internet banking and payroll processing)
- the carrying out of such other duties in relation to the overall financial administration of the Church's affairs as required by the Chief Financial Officer or the Pensions and Retirement Officer.

4. To serve as a member of the General Synod Office and in that capacity to give such assistance as may be needed from time to time within the office (including occasional cover for other staff during holidays/sick leave etc.) and to carry out any other duties as required.

The above duties may change depending upon the needs of the organisation.

Key Relationships

You will regularly interact with Finance Officer, Chief Financial Officer, Pension and Retirement Housing Officer, as well as occasional contact with clergy members, congregations or diocesan office staff across Scotland.

Person Specification

The candidate for the post will have drive and enthusiasm, be able to work on their own initiative and possess an understanding of the issues of bookkeeping and financial administration, preferably in the charity or voluntary sector. Key skills and attributes include:

Experience	Proven experience in a finance role
Knowledge and Experience	<p>A sound understanding of finance department functions and procedures</p> <p>Ability to support the continuous improvement of processes and procedures within a finance function</p> <p>Good working knowledge of accounting processes and software</p> <p>Understanding of payroll procedures and systems</p>
Skills	<p>Excellent IT skills with proficiency in MS Office (Excel, Word, Outlook)</p> <p>Strong administrative and organisational skills with excellent attention to detail</p>

	<p>Ability to manage time effectively and work independently</p> <p>A logical and systematic approach to challenges and opportunities</p> <p>Good communication and interpersonal skills and the ability to deal sensitively and effectively with people at all levels.</p>
Attributes	<p>A sound understanding of the need to maintain appropriate confidentiality and discretion in the handling of information some of which constitutes personal data relating to individuals.</p> <p>An ability to establish and sustain productive, long-term working relationships</p> <p>An appreciation of church culture and context</p>

For an informal chat about this role, please send an email with your contact details to HR@scotland.anglican.org.

Benefits

The General Synod of the Scottish Episcopal Church operates a non-contributory workplace pension scheme for its staff, with the opportunity for employees to also contribute to a salary sacrifice pension scheme if they wish to. We also offer flexible working and family friendly policies.

How to apply

Download the application form and send to HR@scotland.anglican.org. CVs will not be accepted in lieu of applications.

Closing date 22nd July 2025, midnight

Interviews Interviews will likely be held on Thursday 31st July 2025

Pre-employment checks

We are committed to the safeguarding and welfare of all staff and volunteers. We use a thorough and rigorous recruitment and selection process to ensure this commitment is not compromised. Pre-employment checks include:

- PVG Scheme check (Basic disclosure)
- Two references, one of which must be from your current or most recent employer
- Eligibility to work in the UK

Please note: You must have the *unrestricted* right to work in the UK to be eligible for this post.