

# JOB DESCRIPTION

## Finance Officer

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| <b>Closing Date:</b>     | Tuesday 17 <sup>th</sup> November 2026 (5pm)                                                                                                                                                                                                                                                                               |
| <b>Interview Date:</b>   | Tuesday 24 <sup>th</sup> November 2026 (Glasgow in-person)                                                                                                                                                                                                                                                                 |
| <b>Contract Details:</b> | <p>Contract: Permanent, part-time, 30 hours per week</p> <p>Salary: £30,133 to £33,215, per annum, pro rata for part-time (dependent on experience)</p> <p>Location: Home-based in Scotland, with occasional travel required for work-related activities, including team meetings, training and organisational events.</p> |

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October 2026

Dear Applicant,

Thank you for your interest in working for LGBT Youth Scotland.

**Who we are:**

We are Scotland's national charity for LGBTQ+ young people. LGBTQ+ stands for lesbian, gay, bisexual, trans, queer & questioning, and the positive '+' aims to represent and respect everyone on the gender and sexuality spectrum, including intersex.

Young people are so important – they are the future of Scotland; our future leaders, teachers and parents. Life can be tough for any young person, but LGBTQ+ young people face unique and additional barriers to achieving all they can, and that is why LGBT Youth Scotland exists. For more than 20 years we have been creating safe spaces where LGBTQ+ young people aged 13-25 can flourish; reaching their full potential in life, work and education. We believe Scotland can be a place where all young people can thrive, so we work alongside LGBTQ+ young people to remove those barriers both individually, and by amplifying collective voices to influence change.

Young people are the heart of everything we do: Through our innovative youth work which empowers young people to feel a sense of belonging, and achieve their own goals; Through our equality accreditation programme, the LGBT Charter - we ensure the places young people live, learn and work are as inclusive as possible; Through our youth participation and policy work we position young people as experts in their own lives and amplify their voices to decision makers to inform positive change.

LGBT Youth Scotland is run by a team of circa 40 staff, 10 Trustees and 100 volunteers. We currently support over 1,000 young people directly across our services each year, and over 30,000 young people indirectly through the LGBT Charter.

With only 65% of respondents to the latest *Life in Scotland for LGBT Young People* survey (2022) telling us that Scotland is a good place to be LGBTQ+ (down from 81% in 2017, we know there is work to do, but we believe a truly inclusive Scotland is possible and that together we can make that a reality. To find out more, please visit our website at [www.lgbtyouth.org.uk](http://www.lgbtyouth.org.uk) where you can view the many aspects of our work.

## How we work:

LGBT Youth Scotland is focused on being led by young people while supporting them to develop in a safe and supported environment. We achieve this through our excellent team of staff and volunteers who all make a significant difference in young people's lives. It is our passion and drive to support young LGBTQ+ people across Scotland that defines us as a team and underpins all we do.

We believe that supporting our staff and volunteers to be healthy, safe, and happy in their roles is essential to delivering high-quality services. We invest in our team so we better support the young people we engage with across Scotland.

LGBT Youth Scotland is a values-led organisation. Our core values are:

- **Inclusion** – We champion young people's rights. We welcome everyone who actively works to make things better with and for young people, building a more diverse and accessible community where everyone feels valued.
- **Innovation** – We are led by the needs and views of LGBTQ+ young people to take an imaginative and creative approach in everything we do.
- **Empathy** – We listen to, learn from and empower one another which helps us actively influence positive change. We do this by being kind, honest and compassionate in our decision making.
- **Respect** – We value young people, our partners, ourselves as individuals and each other. We value and recognise the contributions, qualities and achievements we all make.

## This Role:

As the **Finance Officer**, you will be responsible for supporting the effective financial management of the Charity by ensuring the accurate, timely and efficient administration of its day-to-day financial operations.

You will play a key role in processing income and expenditure, undertaking financial reconciliations and supporting payroll preparation and pension administration. You will also contribute to budget monitoring and financial reporting, providing reliable financial information to support the Charity's operations and decision-making.

With support from the Finance Manager, and working closely with colleagues across the organisation, you will help maintain effective financial controls, ensure compliance with relevant financial and regulatory requirements, and support the responsible management

of the Charity's resources. Through your work, you will make an important contribution to the Charity's financial sustainability and its ability to deliver its charitable objectives.

Your employment will be confirmed after successful short-listing, interview and any necessary checks including a basic disclosure, references, and your right to work in the UK.

We look forward to receiving your application.

**Jane Watson**  
**Finance Manager**

## Role Information

### Terms & Conditions

- ➔ **Job Title:** Finance Officer
- ➔ **Contract:** Permanent
- ➔ **Annual Pay:** £30,133 to £33,215 FTE (pro-rata for part-time)
- ➔ **Location:** Working from home in Scotland with occasional travel
- ➔ **Hours:** Part-time, 30 hours per week
- ➔ **Leave:** 35 days per annum, inclusive of 10 days over Christmas and New Year (pro rata for part-time staff)
- ➔ **Probation:** 6-month probation period
- ➔ **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan
- ➔ **Benefits:** Enhanced Sickness, maternity, paternity, and adoption policies. An annual leave entitlement that increases by 2 days after 3 years length of service (pro rata for part-time staff). Flexible and agile working options and up to 3 days leave to volunteer for another organisation (pro rata for part-time staff).

### Equality Statement:

LGBT Youth Scotland embraces and celebrates diversity and equal opportunity for all. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact. We want to hire the right candidate for each role and are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, age, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and that there is an inclusive working environment for all staff and volunteers. We support flexible working arrangements and adjustments where needed.

### How to apply:

Visit [www.lgbtyouth.org.uk/careers](http://www.lgbtyouth.org.uk/careers) and fill in the online application form for your chosen job. If you want to help us make LGBT Youth Scotland a more diverse organisation, then please also fill in the equal opportunities monitoring form which is kept separately from your application form and is not used as part of the short-listing process.

**Use of Artificial Intelligence (AI):**

We do not use AI to assess or shortlist applications. Every application is reviewed by people, and we are committed to a fair and inclusive recruitment process.

We recognise that AI can be a helpful tool when preparing an application however, we ask that your application is not entirely AI-generated and that it reflects your own voice, skills, knowledge and experience. We want to get to know the real you!

**Accessibility:**

Please e-mail [helpdesk@lgbtyouth.org.uk](mailto:helpdesk@lgbtyouth.org.uk) if you need the application form in an alternative format including large print.

**Once You've Applied:**

After we've short-listed, we write to all applicants so they know the outcome of their application. If successfully short-listed, you will be invited to an in-person interview in Glasgow. This will be an opportunity for you to tell us more about your skills, knowledge and experience, while also getting to know us and what it's like to work for our organisation.

**For information or guidance on this position contact:** [helpdesk@lgbtyouth.org.uk](mailto:helpdesk@lgbtyouth.org.uk)

## ROLE PROFILE

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| <b>Role Title:</b> Finance Officer                                                                                                                                                                                                                    | <b>Team:</b> Operations<br><b>Location:</b> Home-based in Scotland, with occasional travel required for work-related activities, including team meetings, training and organisational events. |                                                                   |
| <b>Pay:</b> £30,133 to £33,215 FTE per annum (pro-rata for part-time)<br><b>Hours:</b> 30 hours per week                                                                                                                                              | <b>Reports to:</b> Finance Manager                                                                                                                                                            | <b>Agreed by:</b> Head of Operations<br><b>Date:</b> October 2026 |
| <b>Core Purpose of the Role:</b> <ul style="list-style-type: none"> <li>To support the effective financial management of the Charity by ensuring the accurate, timely and efficient administration of its day-to-day financial operations.</li> </ul> |                                                                                                                                                                                               |                                                                   |

### Principal Responsibilities:

#### 1. Financial Administration and Bookkeeping

- Maintain accurate and up-to-date financial records using QuickBooks.
- Process and record the Charity's income and expenditure, ensuring transactions are accurately coded and supported by appropriate documentation.
- Process supplier invoices, payments, expenses and other financial transactions in accordance with the Charity's financial procedures.
- Undertake regular bank and account reconciliations, investigating and resolving discrepancies promptly.
- Maintain accurate records of outstanding payments, invoices and other financial commitments.
- Ensure financial information is recorded accurately against relevant budgets, projects and funding streams.

#### 2. VAT Administration and Compliance

- Ensure financial transactions are recorded using the appropriate VAT codes and treatment within our accounting software.

### **3. Payroll and Pension Administration**

- Prepare and process the Charity's monthly payroll accurately and within required deadlines.
- Maintain payroll records, including salary adjustments, statutory payments, deductions and other relevant changes.
- Prepare and submit workplace pension contributions and related information to the Charity's pension provider.
- Reconcile payroll and pension transactions against the Charity's financial records.
- Maintain strict confidentiality when handling employee payroll and pension information.

### **4. Financial Reporting and Budget Monitoring**

- Assist with the preparation of regular financial reports, management information and budget monitoring reports.

### **5. Financial Controls and Regulatory Compliance**

- Follow the Charity's financial policy, procedures and internal controls.
- Ensure financial transactions are appropriately authorised, accurately recorded and supported by relevant documentation.
- Maintain organised financial records and audit trails.
- Provide information required for external audit or independent examination.
- Support compliance with relevant financial, HMRC, charity accounting and regulatory requirements.
- Handle financial and personal information securely and in accordance with data protection requirements.

#### **6. General Finance and Organisational Support**

- Respond to finance-related enquiries from colleagues, suppliers and other stakeholders in a professional and timely manner.
- Contribute positively to the wider work of the Charity and uphold its values, policies and commitment to equality, diversity and inclusion.
- Undertake other reasonable duties appropriate to the nature and level of the role.

## CANDIDATE SPECIFICATION

|                                                                          | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Education &amp; Qualification Experience, Knowledge and Expertise</b> | <ul style="list-style-type: none"> <li>• Demonstrable Experience of using accounting or bookkeeping software and confidence in learning new financial systems</li> <li>• Demonstrable experience of bookkeeping and financial administration</li> <li>• Strong understanding of basic accounting principles, including income, expenditure, invoicing and bank reconciliations</li> <li>• Good working knowledge of Microsoft Excel and other Microsoft Office applications</li> <li>• Ability to maintain accurate financial records and process financial transactions efficiently</li> <li>• Understanding of the importance of financial controls, confidentiality and data protection</li> <li>• Experience of preparing payroll and pension information accurately and within agreed deadlines.</li> </ul> | <ul style="list-style-type: none"> <li>• Previous experience of using QuickBooks Online</li> <li>• An accounting or bookkeeping qualification</li> <li>• Previous experience of financial management in a Charity</li> <li>• Understanding of Charity finance, including restricted and unrestricted funds</li> <li>• Experience of supporting budget monitoring, financial reporting and preparation of management accounts</li> <li>• Experience of working with multiple projects, funding streams or cost centres</li> <li>• Practical knowledge of UK VAT principles and experience of processing VAT-related financial transactions</li> </ul> |

### Critical Personal Attributes

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| <b>Delivering results</b>     | <ul style="list-style-type: none"> <li>• <b>Excellent attention to detail</b>, demonstrating accuracy and consistency when handling financial information and completing tasks.</li> <li>• <b>Highly organised and methodical</b>, with the ability to prioritise competing demands, manage workloads effectively and meet strict deadlines.</li> <li>• <b>Reliable and accountable</b>, taking ownership of responsibilities and ensuring tasks are completed accurately and on time.</li> <li>• <b>Collaborative and supportive</b>, with a willingness to contribute to a small team and assist colleagues when required.</li> </ul> |
| <b>Personal effectiveness</b> | <ul style="list-style-type: none"> <li>• <b>Self-motivated and proactive</b>, with the ability to work independently, use initiative and identify where action is required.</li> <li>• <b>Ability to build effective relationships</b> with colleague, suppliers and external partners.</li> <li>• <b>An effective communicator</b>, able to explain financial information clearly and build positive working relationships with colleagues.</li> </ul>                                                                                                                                                                                 |
| <b>Working practices</b>      | <ul style="list-style-type: none"> <li>• <b>Trustworthy and discreet</b>, with a strong commitment to confidentiality, integrity and the responsible handling of sensitive financial and payroll information.</li> <li>• <b>Committed to the Charity's values</b>, demonstrating professionalism, respect and a proactive approach to equality, diversity and inclusion.</li> </ul>                                                                                                                                                                                                                                                     |