



Application pack

Finance and Services Lead

Every child in India has an opportunity to thrive

Welcome

Hi,

Thank you for your interest in joining the Scottish Love in Action staff team.

This is an exciting time to join, as we celebrate 25 years of helping children thrive.

This pack outlines the role of Finance and Services Lead and provides information about Scottish Love in Action. It includes:

- Introduction
- The lowdown
- What you will do
- What you bring
- What you get
- How to apply

For more information, check out our website: www.sla-india.org.uk and our social media channels.

If you have any questions or would like to chat about the role, please get in touch.



Jamie McIntosh
Chief Executive
jamie@sla-india.org



Introduction

WHO WE ARE

Scottish Love in Action harnesses the compassion and generosity of people in Scotland, to support the poorest and most vulnerable children and young people in India. We are a local charity with a global impact.

We believe every child deserves to thrive. For 25 years we've been working with local partners in South India to help create life-long change for children, their families and their communities.

OUR VISION

Every child in India has an opportunity to thrive.

OUR MISSION

We work to ensure the poorest and most vulnerable children in India are protected, provided for, and equipped for a brighter future.

VALUES

Our values inspire and inform all that we do:

- **Compassion**

We act with compassion, empathy, care and respect towards all those we support and work with.

- **Partnership**

We recognise the importance of working together with local communities and partners to maximise their impact, build their capacity and create sustainable change.

- **Education**

We seek to both support the work of partners, who understand and value the transformative power of education, and to be a learning organisation, reflecting on our knowledge and expertise and building our learning into all that we do.

- **Accountability**

We ensure transparency, responsible stewardship of resources, and the delivery of effective programmes and services.



The Lowdown

Purpose of job

To deliver an effective finance and support service for the charity. This includes oversight of finance, administration, and IT. Please note you will be supported by an external accounting company and an external IT company.

Position in organisation

- Reports to Chief Executive
- Works with every member of staff

Scope of job

This post has 3 key responsibilities:

- Finance - Manage and maintain financial record-keeping
- Support services – Lead office support functions
- Supporter care – Provide excellent customer service to donors and supporters

This post will report regularly on relevant metrics and has budget responsibility for all relevant areas.

Dimensions and limits of authority

- Manage relationships with agencies and suppliers, such as accounting software, accounting and payroll provider, BACS, bank, Customer Relationship Management system, Direct Debit processing, HMRC, and IT support firm.
- No line management responsibility but may supervise/support interns and/or volunteers. Therefore, you need to understand what motivates volunteers to be involved with Scottish Love in Action and what they require in terms of support and guidance while volunteering with us.



What you will do

You will contribute to our operational plan in two main ways:

Finance

Manage and maintain financial record-keeping

- Process income and expenditure, ensuring they are correctly recorded in Beacon and Xero
- Reconcile income each month to ensure Beacon and Xero agree
- Monitor our online banking. Reconcile to ensure Beacon and Xero match
- Process and pay invoices and expense claims
- Work with payroll firm to review and authorise monthly payroll process
- Support the Chief Executive to prepare quarterly management accounts, including commentary
- End-to-end Gift Aid management – from data entry through to submitting a claim to HMRC
- Work with the Chief Executive and accounting firm to prepare our Year End accounts
- Support staff and volunteers with financial queries as required

Services

Lead office support functions

- Ensure a sufficient supply of resources to meet organisational needs
- Manage our insurance requirements, ensuring risks are identified, assessed and provided for and to process any claims that may arise
- Liaise with external IT firm to meet organisational needs
- Lead office support functions, such as coordinating portable appliance testing

Other

- Lead on all aspects of our workplan that relate to your areas of work
- Work with the Chief Executive to ensure fundraising is legal, honest, open and respectful
- Work with colleagues to ensure data is managed well across our Beacon CRM
- Keep updated on and adhere to charity regulations and industry best practice guidelines
- Make decisions on the basis of sound financial management
- Complete any other reasonable duties as required



What you bring

We're looking for someone with a passion to help children and young people. You will ideally have two years' experience in accounting or book-keeping.

Proven ability required:

- Experienced in book-keeping or senior administration
- Computerised accounting experience
- Love data
- Be able to interpret numerical and statistical information
- Good attention to detail
- Be able to build and edit Excel spreadsheets
- We're a small team, so we're looking for someone who's hands-on with a can-do attitude

We expect you to:

- Be self-motivated – you can work by yourself and as part of a team
- Be flexible and open to change
- Have an engaging personality - you enjoy communicating with people on a one-to-one level whether in writing, by email or on the phone
- Have a sense of humour, to help you approach deadlines and day-to-day work pressures

We'd like you to:

- Have experience of using a fundraising CRM
- Understand International Development and/or India
- Have experience of the charity sector as an employee or volunteer
- Have an AAT qualification



What you get

So you want to work for us? Good choice! Here's what's on offer:

- Permanent contract with a 3-month probationary period
- 16 hours each week
- £12,081 - £12,507 salary each year (£28,314 - £29,314 full time equivalent). This works out at £14.52 - £15.03 an hour. Candidates start at the bottom of the scale.
- 15 days' annual leave (35 days' pro rata). Our office is closed on 25 and 26 December and 1 and 2 January - you must take annual leave on these days or the next working day. Your other 11 holidays are up to you – you choose when you want time off.
- Non-contributory pension – we make contributions, even if you don't
- Hybrid working. We find a mix of working from our Edinburgh office and from home suits our staff and our organisation. At least 1 day a week would be worked from our Edinburgh office with other days worked from home.
- Flexible working. We're open to this. No promises, but if it's good for you, then it's good for us

How to apply

Questions? We welcome contact before you apply – email Jamie on jamie@sla-india.org

We'd love to hear from anyone who has what we're looking for. Since we solely work in India, if you have lived experience of this (you've lived, worked and/or have experience of South Asia), then we'd really like to hear from you.

To apply, send your CV and a covering letter telling why you would be a good fit for this role to jamie@sla-india.org

Please give the names of two references - one should be your current/most recent employer. References will only be contacted once a job offer has been made.

Sunday 14 September 2025
Monday 22 September 2025

Closing date for applications
Interview in our Edinburgh office led by our Chief Executive

We will let all applicants know whether they have been shortlisted for interview.

We will securely destroy the applications of unsuccessful applicants one year after the closing date.

