Job Title Bookkeeper

Salary SCVO Grade 6 (£42,407 to £47,118)

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 Bookkeeper is a key role in the development and running of SCVO’s Bookkeeping Service, in support of organisations working in the Scottish voluntary sector. This is a start-up service with no customers or systems currently in place. The role requires developing the service and responsibility for its on-going running.

1. Key accountabilities

* Work with SCVO’s Head of Finance and Service Development & 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.
* Establish and generate basic management reports for multiple organisations, to support their bookkeeping function.
* Manage customer relationships, engage with clients professionally, addressing inquiries, providing financial clarity, and always ensuring high service standards.
* 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**

* A formal qualification such as AAT bookkeeping, or equivalent experience
* Experience of setting up bookkeeping processes and systems, to run a bookkeeping service
* Project management skills, and the ability to work well with multiple teams across the organisation to achieve the aims of the Bookkeeping Service and contribute to the achievement of SCVO’s wider aims
* Experience of establishing basic management reports
* Experience of using bookkeeping software and applications
* Excellent communication skills, the ability to understand customer needs
* 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.

The line manager for this post will be Martin McComb, Head of Finance.

1. Further Information

For further information please contact [hr@scvo.scot](mailto:hr@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: Wednesday 8 October 2025

Interviews: Wednesday 22 October 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 (£42,407 to £47,118)

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).

****