

Accounts Assistant

Recruitment Pack

Join Clyde Scouts and
help create **Skills for Life**



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Clyde Scouts | Scottish Charity SC010415

Thank you for taking the time to explore this opportunity. This pack introduces Clyde Scouts, the Accounts Assistant role and the difference your contribution could make across the west of Scotland.



Welcome to Clyde Scouts

This is an opportunity to bring your finance skills to a purpose-led organisation that helps young people grow in confidence, capability and character. At Clyde Scouts, every role contributes directly or indirectly to creating positive opportunities for young people.

Whether you are supporting a local Scout Group, helping a volunteer access the right resources or ensuring a centre can operate effectively, careful and professional work behind the scenes helps make meaningful experiences possible.

About Clyde Scouts

Clyde Scouts is one of the largest Scout charities in Scotland, supporting thousands of young people and volunteers across the west of Scotland. Our purpose is to help young people gain Skills for Life through adventure, teamwork, leadership, outdoor learning and personal development.

We support local Scout Groups and Districts through governance, training, safeguarding, programme support and operational services. This gives volunteers the confidence, tools and support they need to deliver great experiences in their communities.

Clyde Scouts operates Auchengillan Outdoor Centre, one of Scotland's leading outdoor activity centres, and the Glasgow Scout Shop. We also provide support services across the region, helping Scouting remain accessible, inclusive and sustainable for future generations.

Accurate, well-controlled financial administration is an important part of that mission. As Accounts Assistant, you will help ensure resources reach local groups, centres, volunteers and activities, enabling Clyde Scouts to deliver its purpose responsibly and effectively.

Why Join Clyde Scouts?

Working with Clyde Scouts offers the chance to combine professional development with a clear sense of purpose. You will be part of work that supports young people and strengthens the communities in which they live.

- **Make a difference** — contribute to work that creates opportunities for young people to learn, lead and thrive.
- **Join a respected charity** — work within an established Scottish organisation with a strong community presence.
- **Work with good people** — be part of a supportive, friendly and collaborative team.
- **Keep developing** — build professional finance skills alongside a wider understanding of how a modern charity operates.
- **Enjoy variety and responsibility** — take ownership of meaningful work that supports colleagues, volunteers and services across the organisation.
- **Live your values at work** — contribute to an organisation guided by purpose, inclusion and service.

Our values

Integrity, Respect, Care, Cooperation and Belief guide how we work together, serve our communities and make decisions. They shape both the standard of our work and the way we treat one another.

Benefits of Working with Clyde Scouts

We want our people to feel supported, valued and able to do their best work. Benefits are provided subject to the relevant policy and scheme terms, and may vary according to eligibility.

A supportive place to grow

Alongside the practical benefits below, you will join a team that values wellbeing, learning and a healthy balance between professional standards and a welcoming working environment.

- **Generous annual leave entitlement** — time to rest, recharge and enjoy life outside work.
- **Additional annual leave through length of service** — recognition that grows with your contribution.
- **Volunteer Leave** — support for volunteering and community engagement beyond your day-to-day role.
- **Employee Assistance Programme** — confidential support for a range of personal and work-related matters.
- **Death in Service benefit** — valuable protection for eligible employees and their families.
- **Pension scheme** — support for planning for the future.
- **Flexible and supportive working environment** — where appropriate and subject to operational requirements.
- **Learning and development opportunities** — encouragement to build confidence, knowledge and capability.
- **Occupational sick pay** — where applicable and subject to the relevant policy and scheme terms.
- **Commitment to employee wellbeing** — a culture that recognises people do their best work when they are supported.

The Opportunity at a Glance

Role at a glance

Job title: Accounts Assistant

Reporting to: Finance Manager / Accountant (subject to final confirmation)

Location: Clyde Scouts Headquarters, Unit 4, 100 Borron St, Port Dundas, Glasgow (subject to final confirmation)

Hours: 20 hours per week, with flexibility potentially available by agreement

Charity: Clyde Scouts, Scottish Charity SC010415

Remuneration

£27,000–£28,500 per annum, depending on experience, pro rata for 20 hours per week worked over three days. (flexible)

The salary range shown is the full-time equivalent. As this is a part-time role, the actual salary paid will be calculated pro rata based on 20 hours per week, normally worked across three days but other options could be discussed. The final salary offered will reflect the successful candidate's skills and experience.

The Role

The Accounts Assistant plays an important role in maintaining strong financial controls and supporting the effective operation of Clyde Scouts. You will help keep day-to-day finance activity accurate, timely and well organised, working closely with colleagues and contacts across the organisation.

Your work will support charitable activities across the region, give colleagues reliable financial information and help Clyde Scouts use its resources responsibly. It is a practical role with real purpose: good financial administration helps the people, places and programmes that make Scouting possible.

You will bring care, consistency and a helpful approach to a varied workload, while developing your understanding of charity finance and the wider work of Clyde Scouts.

Key Responsibilities

Purchase ledger and payments

- **Process purchase invoices** accurately and promptly, checking that information is complete and appropriately supported.
- **Maintain the purchase ledger** and resolve queries with suppliers and colleagues in a timely, professional way.
- **Prepare supplier payment runs** in line with approved procedures and agreed timescales.
- **Maintain strong controls** through appropriate authorisation, coding, supporting documentation and clear audit trails.

Income, invoicing and credit control

- **Record sales income** accurately and promptly across the relevant systems.
- **Raise sales invoices** and prepare or maintain supporting documentation as required.

- **Monitor outstanding debts** and assist with credit control and debtor follow-up in a constructive manner.
- **Build positive relationships** with customers, suppliers, volunteers and colleagues through clear and respectful communication.

Banking and cash

- **Process banking transactions** accurately and in accordance with financial procedures.
- **Complete regular bank reconciliations** and investigate discrepancies promptly, escalating issues where appropriate.
- **Administer petty cash** in line with approved financial procedures and delegated authorities.
- **Maintain complete records** for all cash and banking activity, ensuring information is easy to follow and evidence is retained.

Systems, reconciliations and month end

- **Compare booking and accounting systems**, investigate differences and help keep records aligned.
- **Assist with month-end procedures**, including journals, accruals and other routine close activities as appropriate to the role.
- **Support management information** and financial reporting by providing accurate, well-organised data.
- **Maintain documentation** that supports clear audit trails and reliable financial records.

Controls, compliance and improvement

- **Follow and support compliance** with financial procedures, delegated authorities and internal controls.
- **Support budget holders** with clear and timely financial information where required.
- **Support audits and compliance activity**, including requests for financial evidence and explanations.
- **Identify improvements** to processes, systems and ways of working, helping make financial administration more efficient and user-friendly.
- **Contribute to continuous improvement** across the finance function.

Team contribution

- **Work collaboratively** with the wider finance team and colleagues across Clyde Scouts.
- **Provide helpful, respectful and responsive service** to internal and external contacts.
- **Handle financial and personal information confidentially** and with appropriate care.
- **Undertake other duties** reasonably required and appropriate to the role.

What Success Looks Like

In this role, success will be visible in the reliability of the day-to-day finance service and in the confidence colleagues can place in your work.

- Transactions are processed accurately, promptly and consistently.
 - Financial controls, authorisation and record-keeping are strong and reliable.
 - Reconciliations and month-end support are completed carefully and on time.
 - Suppliers, volunteers, budget holders and colleagues receive helpful and professional support.
 - Workload is organised effectively and deadlines are managed well.
 - The wider finance function can rely on your information, follow-through and attention to detail.
 - You contribute positively to a cooperative team culture and to process improvements.
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Person Specification

Essential Criteria

Qualifications and Experience

- AAT qualified, studying towards an accounting qualification, HND in Accounting, or equivalent experience.
- Previous experience in a finance, accounts or bookkeeping role.
- Experience processing finance transactions accurately.

Knowledge

- Understanding of double-entry bookkeeping principles.
- Understanding of financial controls and procedures.
- Good working knowledge of Microsoft Excel and Microsoft Office.

Skills

- Excellent attention to detail.
- Strong organisational skills.
- Ability to prioritise workload and manage deadlines.
- Good written and verbal communication skills.
- Ability to maintain confidentiality.
- Ability to work both independently and as part of a team.

Personal Attributes

- Friendly and approachable.
- Reliable and trustworthy.
- Positive attitude.
- Commitment to excellent customer service.
- Commitment to equality, diversity and inclusion.
- Alignment with the values of Clyde Scouts.

Desirable Criteria

- Experience using Sage/ Xero accounting software.
- Experience within a charity or not-for-profit environment.
- Experience with income processing and credit control.
- Experience of reconciliations and month-end procedures.
- Knowledge of Scottish charity sector requirements.
- Appreciation of the aims and values of Scouting.

A note for candidates

You do not need to have every desirable criterion. Transferable experience, a willingness to learn and a genuine commitment to the role are valued.

Our Commitment to Inclusion

Clyde Scouts welcomes applications from people of all backgrounds and is committed to equality, diversity and inclusion. Different perspectives and experiences strengthen our organisation and help us serve communities better.

We encourage applications from candidates who meet most, but not necessarily all, of the criteria. Relevant skills may have been developed through employment, volunteering, education, caring responsibilities or other life experience, and we are interested in the strengths you could bring to the role.

We want every candidate to feel welcome, respected and able to show us what they can do.

How to Apply

Thank you for your interest in joining Clyde Scouts. If you are passionate about making a difference to young people's lives, we would be delighted to hear from you.

Finance experience can be gained through a variety of routes, and we value potential as well as experience. You will receive a supportive induction, guidance and opportunities to learn as you become familiar with the role and our organisation.

Application deadline	27 th November 2026
How to apply	email a CV and cover letter to neil.baird@clydescouts.org.uk cover letter should outline how your experience and work history meet the role description and skills required.
Informal enquiries	info@clydescouts.org.uk
Proposed interview dates	Week commencing 7 th Dec
Proposed start date	January 2027

We look forward to hearing from you.

Bring your skills to a role that helps create Skills for Life.

As Accounts Assistant, you will support the people, places and programmes that make Scouting possible across Clyde Region.