

# Your next exciting career begins here...



## Application Pack Finance Support Officer



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## Our Vision

Children and Young People live “**life to the full**”  
(John 10:10)

## Our Mission

The Boys' Brigade has **faith in young people** and provides them with opportunities to **learn, grow** and **discover** in a **safe, fun, and caring** environment which is rooted in the **Christian faith**.

## Our Values

**Faith, Inspiring, Caring, Trusting.**

Find out more about our **Vision, Mission, and Values** at [www.boys-brigade.org.uk/ourvision](http://www.boys-brigade.org.uk/ourvision)

# If you have a passion for supporting and nurturing potential, so do we.

**Our vision is that children and young people experience “life to the full” – John 10:10**

For over 140 years, The Boys’ Brigade (BB), an international Christian youth organisation, provides opportunities for children and young people (4 – 18 years old) to learn, grow and discover in a safe, fun, and caring environment and with the challenges that 2025 can bring, that work is as vital and impactful as ever.

BB Companies (groups) meet in communities across the country, supported by dedicated volunteer leaders giving their time and skills every week.

Our groups are at the heart of the outreach work taking place in churches to empower, engage, and transform lives in local communities.

This is an exciting time to join our small, dedicated staff team. We are looking to recruit a Finance Support Officer to work alongside our Finance Manager in delivering the Finance Function. The role will cover a broad range of tasks and there will be the opportunity to help shape the financial systems and processes.

We look forward to receiving your application.



**Jonathan Eales**  
Chief Executive

***“BB offers a space for young people to find out who they truly are in loads of different ways and does it better than anyone else”***

- **Dez Johnson, President.**

# You'll be helping to transform lives but what else can we offer?

- We are a flexible employer and allow staff to work with flexibility that suits you, your role, and your area of work.
- We take your health and safety seriously with regular training and support.
- Be proud to work for an organisation with such a rich history and proven track record.
- Opportunities for continued learning and development.
- 25 days holiday a year and enhanced Maternity, Paternity, Adoption Leave, TOIL system and a generous Sickness Pay entitlement.
- Annual Appraisal and Bonus Scheme.
- Auto enrolment pension scheme.
- 3 additional days leave between Christmas and New Year.
- Expenses incurred through carrying out role are reimbursed.
- Be part of an organisation that believes having fun and wellbeing is important too, with team days, residentials, and social events creating informal opportunities for meeting, working, and getting to know your

# About the Role

<b>Job Title:</b>	Finance Support Officer
<b>Purpose:</b>	To support the Finance Manager in managing the organisation's finances. The role will include maintaining records of payment receipts and issuing invoice, bank reconciliation, purchasing and stock management and providing assistance to staff and volunteers.
<b>Responsible to:</b>	Finance Manager
<b>Base Location:</b>	Carronvale House in Larbert, Falkirk.
<b>Term:</b>	Permanent
<b>Salary:</b>	£25,000-£27,000 (dependant on experience)
<b>Hours:</b>	25 hours (some flexibility in working pattern)
<b>DBS/PVG:</b>	Basic Check required.
<b>References:</b>	Appointment will be subject to two references completed before employment commences.



**Carronvale House Conference & Training Centre,  
Carronvale Road, Larbert, Stirlingshire, FK5 3LH.**

# Key Responsibilities

- Daily bookkeeping of transactions in Xero
- Maintain the accounts payable and receivable ledgers
- Prepare bank reconciliations and balance sheet reconciliations
- Preparing weekly supplier payments
- Process invoices and follow up with clients and supplies as required
- Prepare for and participate in the annual audit
- Monitor budgets and restricted funds relating to projects
- Review and process staff and volunteer expenses.
- Purchasing and stock management for our Supplies operation
- Update digital records, process data, and provide ad hoc reports
- Assist the Finance Manager with preparing monthly management accounts and other financial reports.
- Compile reports and data to assist staff and volunteers
- Support volunteers with telephone and email enquiries
- Undertaking banking when required
- Any other task as agreed with the Finance Manager

# Person Specification

## Essential

- Financial administrative experience
- Experience of using Xero or similar accounting software
- Good IT skills, including use of Microsoft Excel
- Familiarity with general financial principles, practices and procedures
- Good attention to detail, with an ability to work with a high level of accuracy.
- Ability to work through tasks in an effective, efficient and logical manner
- Ability to prioritise work, be proactive and use initiative
- Effective communicator to a range of audiences (staff, volunteers, trustees, suppliers & partners)
- Commitment to the Vision, Mission, and Values of The Boys' Brigade
- Commitment to continuous professional development

## Desirable

- Relevant professional qualification
- Knowledge of the Charity Sector and financial reporting requirements
- Experience in purchasing and stock management

# How to Apply

**Receiving Applications:** Please send in a covering letter setting out why you feel you are suitable for the role and an up-to-date CV to **jobs@boys-brigade.org.uk**

**Closing Date:** 21<sup>st</sup> February 2025.

**Interviews:** Provisionally set for the 28 February 2025. Successful applicants will be notified in advance.

**More Information:** To have an informal conversation regarding the role or for more information please contact **Jonathan Muir** by email **jonathan.Muir@boys-brigade.org.uk**





[www.boys-brigade.org.uk/job-vacancies](http://www.boys-brigade.org.uk/job-vacancies)