



We need great people to help build on our multi-channel sales success.

Your applicant information pack for Finance Officer - Lancing



#SkillsForLife

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We're the Scout Store Team. We're doing great, but you can help us do even better.

Do you want to join a fast-paced ambitious business undergoing an incredible transformation? Would you like to work for an organisation where all the profits generated are donated to a charity to further the development of young people?

At Scout Store we are expanding our product range and services to further improve our customers' digital journey. We are also building a consumer focused ethical and sustainable brand able to meet the needs of our customers. You could be part of our amazing team!

We are an ambitious e-commerce business always seeking innovative solutions. We are constantly looking at ways to improve our customer experience at every touch point, putting our users at the heart of every decision we make. Does this sound right for you? Join our team and you'll be pleasantly surprised by our great culture.

Scout Store is constantly changing and evolving as a company. Everyone has a voice, every idea and every suggestion is listened to and considered. Your potential to influence how the business evolves really has no limit.

We are all about supporting and trusting you to do your job to the best of your abilities. You'll have freedom and flexibility, the opportunity to make a visible difference within your team, your department and in the lives of young people as well as grow professionally. We believe in leading by example and that a thriving team helps us all develop.

Scout Store is not all about business as a happy team is the key to success. We've got a Social Committee that organises regular team building events, staff quizzes, payday gatherings and more.

Scout Store is a brilliant place to work as we all dress casually, help each other, and take pride that every pound of profit we make goes back into supporting Scouts and our Skills For Life strategy.

Keith Peters

Head of Finance – Lancing subsidiaries

Hello, it's you we're looking for.

We're Scout Store and everyone's welcome here - all genders, races and backgrounds, as well as disabilities and those from the LGBTQ+ community. We give over 400,000 4–25-year-olds the skills they need for school, college, university, and job interviews: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6 year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



Carl Hankinson, UK Chief Volunteer



Aidan Jones, Chief Executive

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.' Carl Hankinson, UK Chief Volunteer

What's in it for you?

You'll be helping change young people's lives. But what else is there for you?

- Work in a way that suits you, your role and your department.
- Be proud to say you're part of a team with Investors in People (Gold)
- Plenty of opportunity for learning and development.
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go camping).
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by beautiful surroundings - our Lancing office being just five minutes from the sea (that means lovely lunchtime walks along the beach).
- Be part of a team that believes having fun is important too, with regular culture huddles, team and charity days creating a great informal work environment where you'll get to build great relationships.

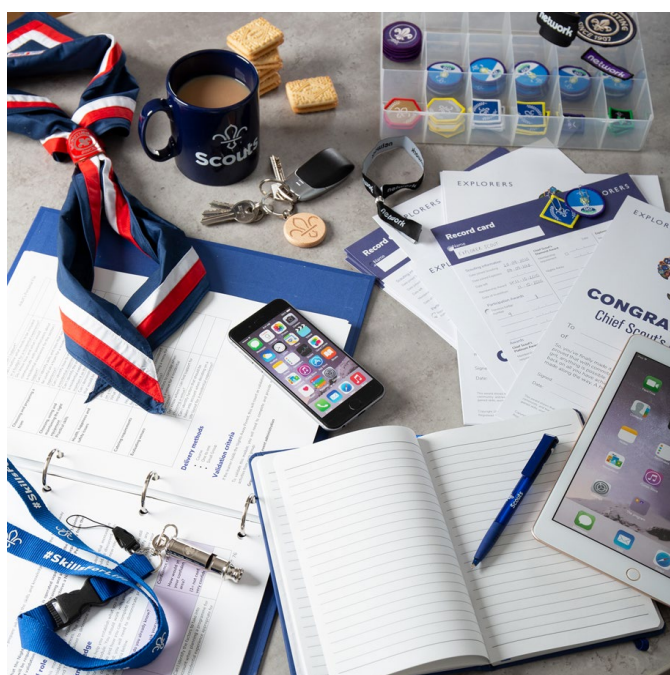


Chief Scout, polar explorer and TV presenter, Dwayne Fields, (second from left) with celebrity chef Levi Roots (third from left) with our Scouts at 10 Downing Street, London.

Want to know more?

Check out our [benefits page](#)

Visit our [Scout Store | The Shop](#) for all your Scouting essentials and more



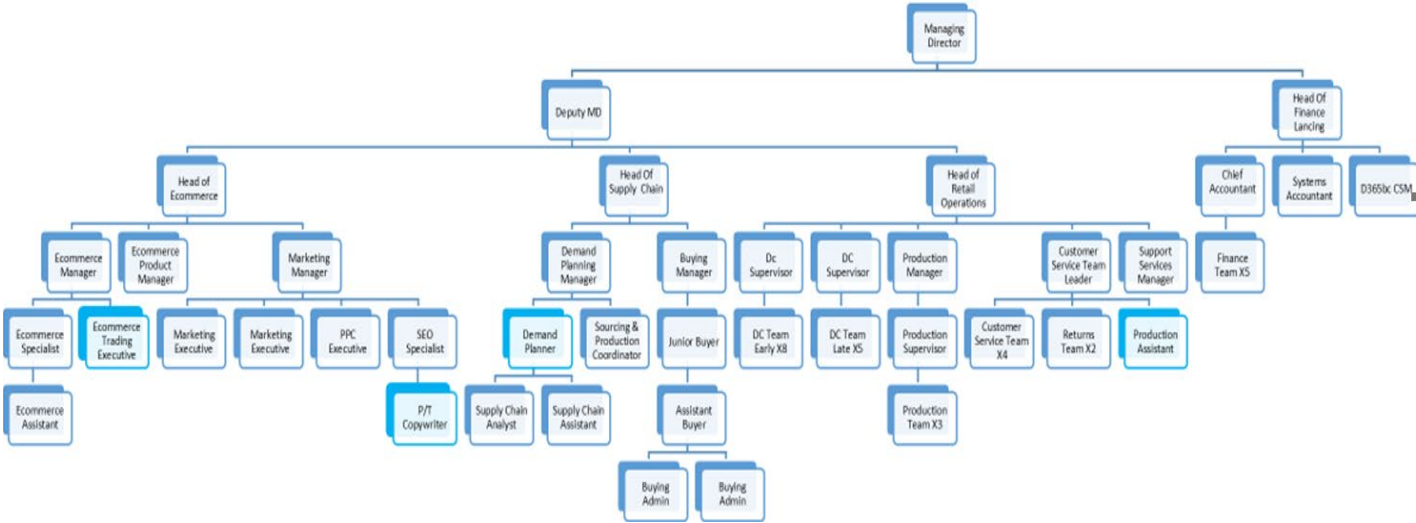
How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



Commercial Services Directorate				
Scouts Store Managing Director	Scout Adventures Head of Scout Adventures	Heritage Head of Heritage	Unity Insurance Managing Director	Facilities Head of Facilities

Scout Store Structure:



About the role – Finance Officer

Responsible to:	Chief Accountant
Department:	Scout Store
Base / Role Location:	Office-based, Lancing, West Sussex.
Term:	Permanent
Salary:	£30,320 per annum, Band D, Level 3, inclusive of a market supplement
Hours:	35 hours per week
Line Management Responsibility:	None
DBS:	Basic
External Contacts:	The Company's auditors, solicitors, suppliers, customers, bankers, TSA Finance Department, statutory bodies and financial institutions as required.
Internal contacts:	Head of Finance, Assistant Financial Controller, Customer Services, Heads of Departments, other members of staff as appropriate.

The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

Role, Summary and Purpose

As the Finance Officer (Lancing) you will be a key contact for all customer service enquiries. You will be responsible for the daily banking process, allocating payments and preparing supplier payment runs. You will also raise bank reconciliations and undertake reconciliation work as specified by the Finance Team leaders.

There will be a variety of other Financial Administration tasks. Working within a small but very busy Finance Department, where priorities can change rapidly.

Key accountabilities

- Ensure account receivables and payables activities are performed accurately and timely in line with Finance timetables
- Ensure that financial transactions are accurate
- Be responsible for the accurate processing of authorised expense claims, direct debit payments, credit card statements and petty cash requests
- Preparation of balance sheets reconciliations as required including bank reconciliations
- Provide support to internal Account Handlers and Customer Service Team by answering enquiries relating to financial transactions
- Ensure data integrity and accuracy
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
- Daily banking and allocation of all income receipts
- Generate BACS payment files from the accounting system for payment of Purchase Ledger outstanding
- Perform the Credit Control function to ensure relevant debt is collected and mitigate bad debt risk
- Financial Administration as required

Person Specification

Experience

Experience within a finance department would be beneficial. Studying an appropriate qualification would be desirable but not essential. Previous knowledge of accounting software packages would help with this role.

- Experience of working within an accounts department
- Experience of using computerised accounting systems
- Experience of using Microsoft Office

Skills and abilities

- Understanding of basic accounting concepts
- Experience of accounting packages
- Highly accurate with attention to detail
- Good knowledge of Microsoft
- A flexible worker who can learn quickly and taken on additional tasks as required
- Able to balance workloads to achieve deadlines
- Able to appreciate the need for confidentiality and discretion

Knowledge and Understanding

- Proven experience in a similar role
- Good communication skills to liaise with other departments
- Credit Control experience is desirable

Values and Personal qualities

- Team player, flexible and responsive to the needs of colleagues
- Pro-active driven by achieving with a positive and enthusiastic attitude.
- A trusted person with the ability to build confidence in others.
- Lead by example and demonstrate high levels of personal integrity.
- Drive personal development and look for progression.



Equity, Diversity & Inclusion

The Scouts is an equal opportunities employer and we are committed to fostering an inclusive environment where everyone feels valued and empowered to contribute. We offer flexible working arrangements to support diverse needs and lifestyles, ensuring that our teams can thrive both professionally and personally. We welcome and encourage applicants from all walks of life, believing that varied perspectives strengthen our innovation and community. Your unique experiences and ideas are essential to our success, and we look forward to hearing from all voices.

How to apply

Before making an application, please make sure that you've read the [Recruitment and Selection Policy](#).

Please submit an online application by **23:59 on Tuesday, 17th March 2026**

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Shortlisting will be ongoing while the role is still being advertised, so we may close the vacancy early if we find the right candidate. We encourage you to apply as soon as possible.

Interviews will be on an ongoing basis until the position is filled

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact keith.peters@scoutshops.com to set up a call or virtual meeting.

