

**We need
people
who are
great with
people.**



Applicant Information Pack

Financial Controller



Hello and welcome	3
What's in it for you?	4
How we're structured	5
The Finance Team	6
The role	7 - 8
How to apply	9

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

We're Scouts 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, the job interview: 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.

We were voted Charity of the Year in 2022 and we are accredited with Investors in People Gold Standard.

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



Chief Scout, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levi Roots (third from left) with our Scouts at 10 Downing Street, London UK

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

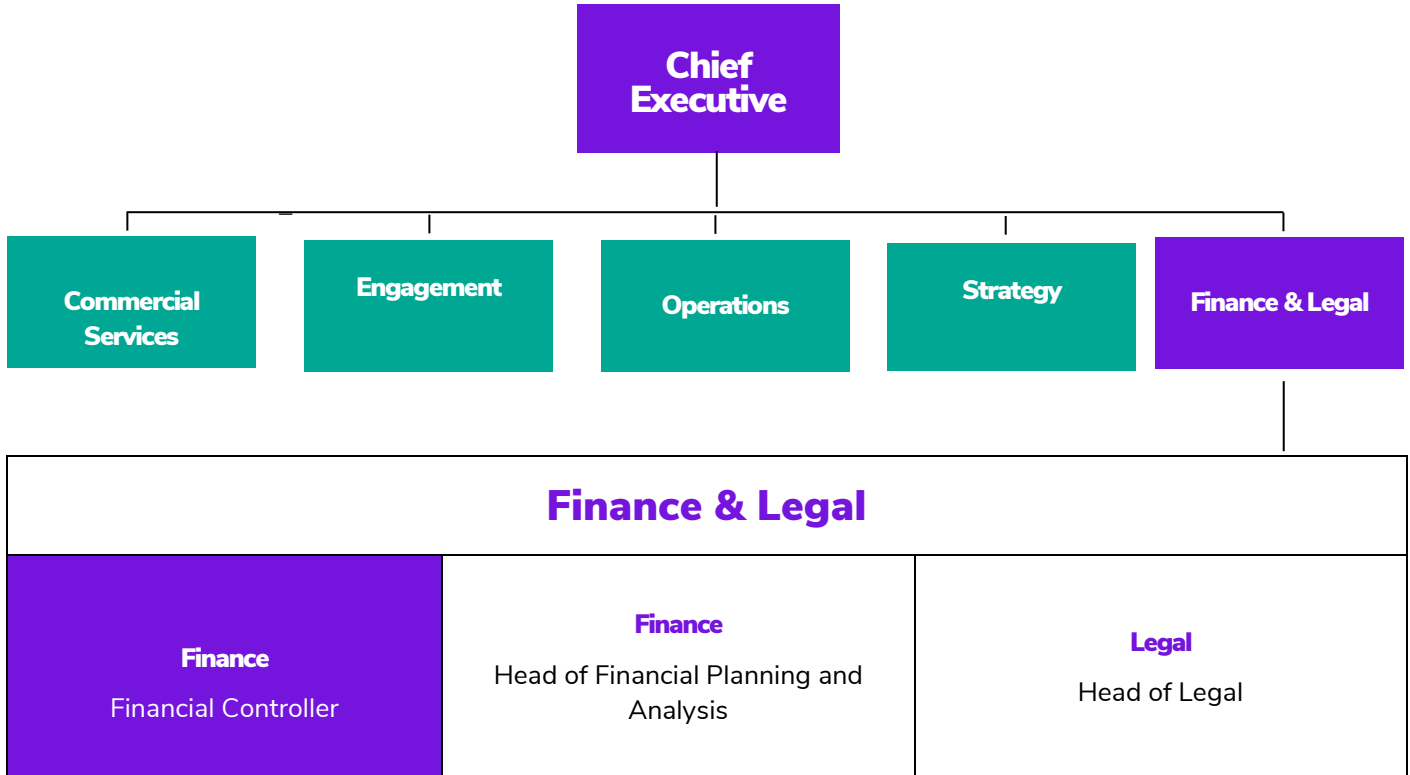
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go 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 100 acres of beautiful woodland (that means lovely lunchtime walks)
- Be part of a team that believes having fun's important too, with team days, charity days and our interactive Scout-themed collaboration hub (think tents!) creating a great informal environment for meeting and working.

Want to know more?

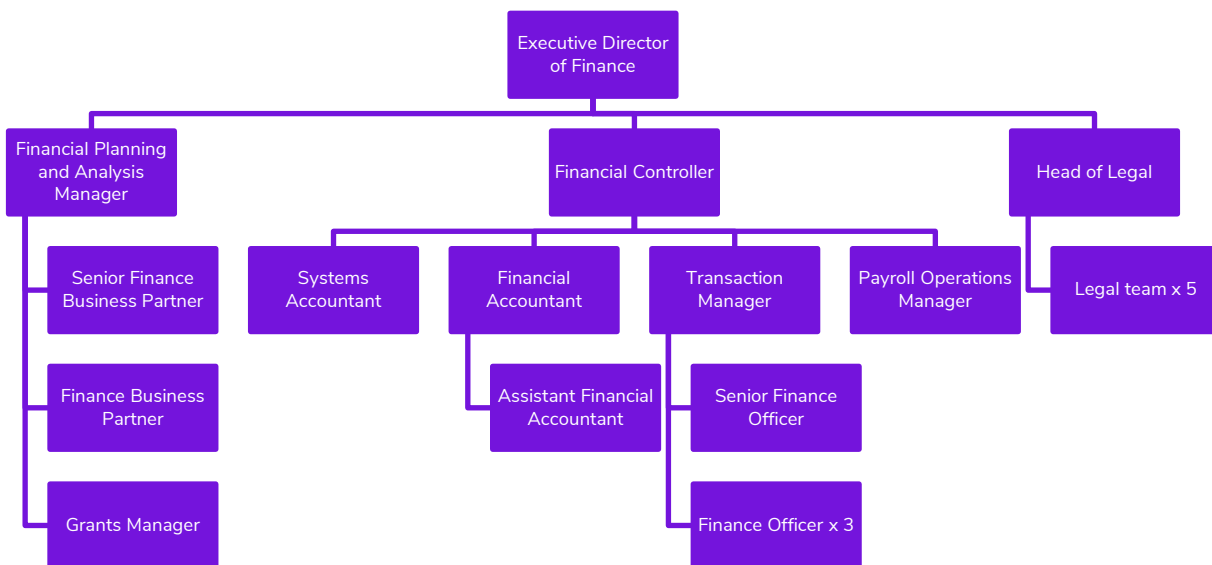
Check out our [benefits page](#)

How we're structured

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



Finance Team Structure:



We're the Finance Team.

We're doing well, but you can help us do better.

The Finance Team provides a variety of essential services and specialist support across the entire Scout Movement.

In the Financial Control sub-team we work hard to support the organisation and the statutory reporting. The Transactions Team are responsible for the payment and processing of suppliers, credit cards, expenses and travel. They are also responsible for our income and treasury functions. Our Financial Accounts team deal with capital expenditure, VAT, treasury management, the statutory annual accounts and audits. Our Finance Systems Accountant is responsible for all queries, training & upgrades of our financial systems and processes and finally, our Payroll Team work closely with The People Team to ensure all employees at The Scouts are paid accurately and on time.

We are a fun, friendly and highly enthusiastic team who take great pride in supporting staff and volunteer colleagues across all corners of the Association. If you join us, you can expect to experience a highly positive environment where we encourage learning, professional development and job satisfaction. If you are looking for your next challenge with a team of talented, passionate, fun and professional people, committed to making a difference for young people, within a value-based culture, then we'd love to hear from you.

Kirsten Stevens
Executive Director of Finance



About the role

Responsible to:	Executive Director of Finance
Department:	Finance
Base Location:	Gilwell Park, Chingford, London
Role supports hybrid working:	Yes – 2 days per week in the office.
Term:	Fixed term for 8 months
Salary:	£68,000 per annum – Band H, Level 3, Inclusive of OLW & MS
Hours:	35 hours per week
Line Management Responsibility:	Yes
Internal Relationships:	Executive Leadership Team, Leadership Forum, Employee Forum, All Budget Holders, All of Finance, Chair of Finance Audit and Risk Committee
External Relationships:	External Auditors, Bankers, Lawyers, Investment Advisors, Tax Advisors, Subsidiaries
DBS:	Basic

What's expected?

To lead the Financial Accounting and Payroll team, including the Transactions Team which are responsible for Accounts Payable, Accounts Receivable and Banking.

Key accountabilities

Financial Accounting

- Managing all day-to-day accounting operations, including Accounts Payable, Accounts Receivable, General Ledger and Banking, maximising their ability to deliver an efficient and effective service.
- Ensure all transactions are recorded accurately and in line with accounting regulations.
- Ensure month end is closed on time, with all accounts accurately reviewed and reconciled to ensure the accurate reflection of financial results.

Regulatory Compliance, Annual Accounts and Audit

- Ensure compliance with external laws, tax obligations and regulations, including regular review of accounting policies and the preparation of quarterly tax returns (VAT and Corporation Tax).
- Lead the production of the annual statutory accounts and manage the year end audit.
- Highlight and manage financial risks appropriately.
- Provide guidance to local Scout bodies on the preparation of accounts and taxation

Financial Control

- Ensure that an effective audit and control framework exists. Where gap exists, develop, implement, and maintain an internal control framework to ensure financial accuracy and compliance.
- Ensure accounting processes are documented and followed to maintain internal controls.

Business Partnering

- Providing support, advice and guidance, enabling employees, volunteers and trustees to understand their financial responsibilities.
- Specifically, act as business partner to those with responsibility for capital budgets, ensuring the maintenance of an accurate fixed asset register and associated reporting requirements

Financial Systems

- Ensure integrity of finance systems, with particular regards to controls.
- Streamline and improve finance systems, ensuring adequate controls are maintained.
- Identify and implement process improvements within the function as required.
- Ensure strong access controls in line with delegated authorities for both internal and external systems

Treasury Management

- Lead cash management including debt collection and the management of short/long-term cash flow
- Liaise with investment managers on their delivery of investment performance in line with policy
- Regularly monitor and report on our compliance with our financial reserves policy.

Payroll and Pensions

- Manage and motivate the Payroll Operations Manager to deliver an accurate, timely, compliant and efficient payroll and pensions service to staff

People Management

- Manage and motivate the Financial Accounting Team, fostering a culture of collaboration, innovation and high performance.

About you

Skills and abilities

- Excellent interpersonal and both written and verbal communication skills. We are looking for a strong listener with the ability to motivate and inspire others.
- A proven leader with skills in vision setting and developing a strategy - able to both see and articulate to others the bigger picture and evolution of a process.
- Proficiency in presenting complex topics in an easy-to-understand manner, comfortable working independently, and a proactive attitude to challenge are all essential.
- Able to make decisions and influence senior stakeholders.
- Skilled communicating finance to support decision making in Scouts.
- Excellent change management skills and ability to empathise with others and understand challenges.
- A collaborative team player, who can problem solve with others to reach an outcome.

Knowledge, experience and qualifications

- Professional accounting qualification (e.g. ACA, ACCA, CIMA).
- A PQE qualified accountant with demonstrable work experience in a senior financial accounting / audit position with a proven record of success.
- Experience of working with multiple stakeholders across a multiple lines of defence model and across multiple teams and structures.
- Can demonstrate impact on an organisation / programme or project.
- Experience of the charity, not for profit, public sector, is helpful but not essential.

Personal qualities

- Driven by seeing continuous improvement. Works well with others to develop processes and tools.
- Establishes relationships quickly by virtual and face to face means.
- Determined and resilient individual who loves to solve problems.
- Able to adapt and work successfully within an evolving culture.
- Committed to the development of young people and to the values of Scouting.

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 via [our jobs page](#) by 11:59 pm on Friday 19th June 2026

Scouts is an inclusive organisation, and we are committed to creating a recruitment process that is accessible to everyone. If you need support during the application process, please email recruitment@scouts.org.uk, and we will endeavour to support your accessibility needs.

If you are shortlisted for an interview, we will ask you whether you require any adjustments or support to participate fully in the selection process.

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.

[Interviews will be held on Monday 22nd June 2026.](#)

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 recruitment@scouts.org.uk to set up a call or virtual meeting.