

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



Applicant Information Pack

Finance Officer



Hello and welcome	3
What's in it for you?	4
How we're structured	5
The Finance Team	6
The role	7 - 9
How to apply	10

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?

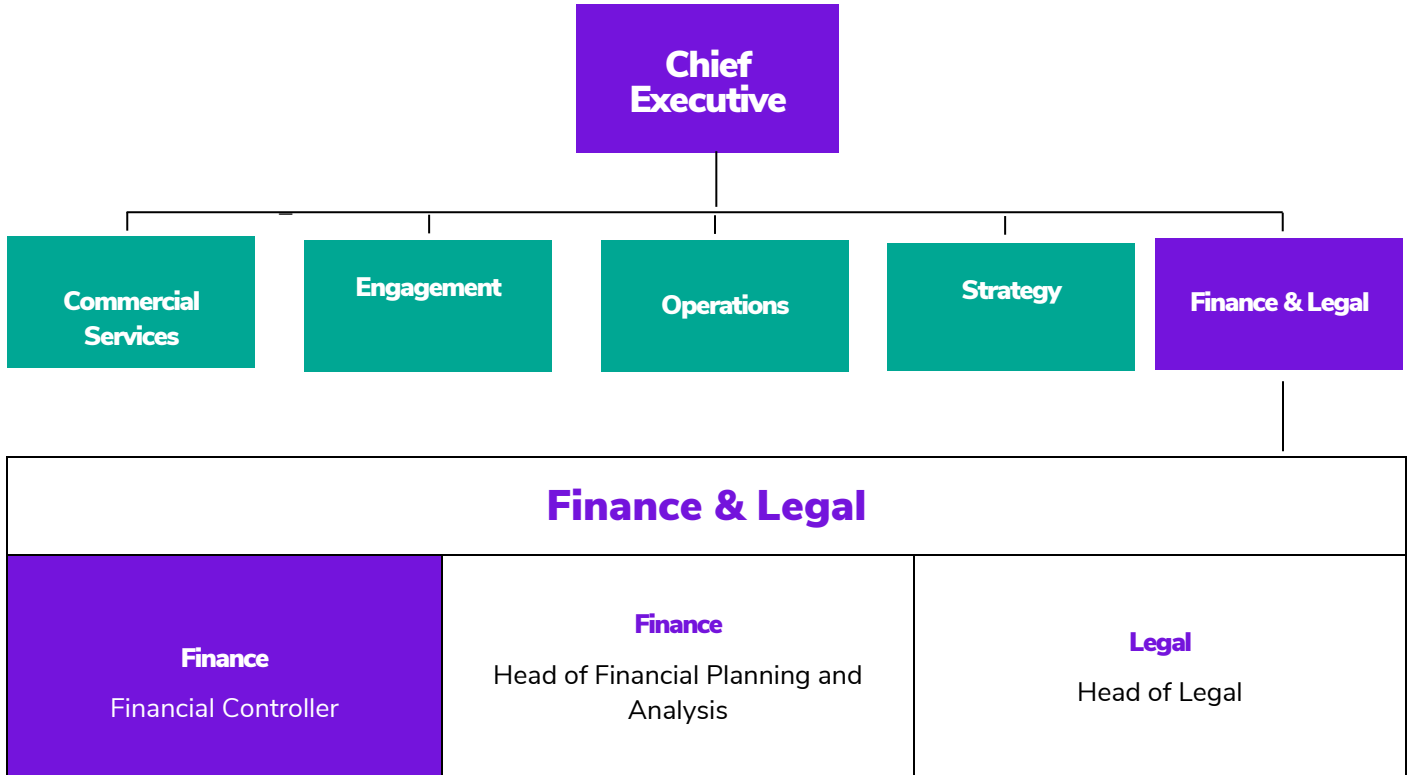
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go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

Want to know more?

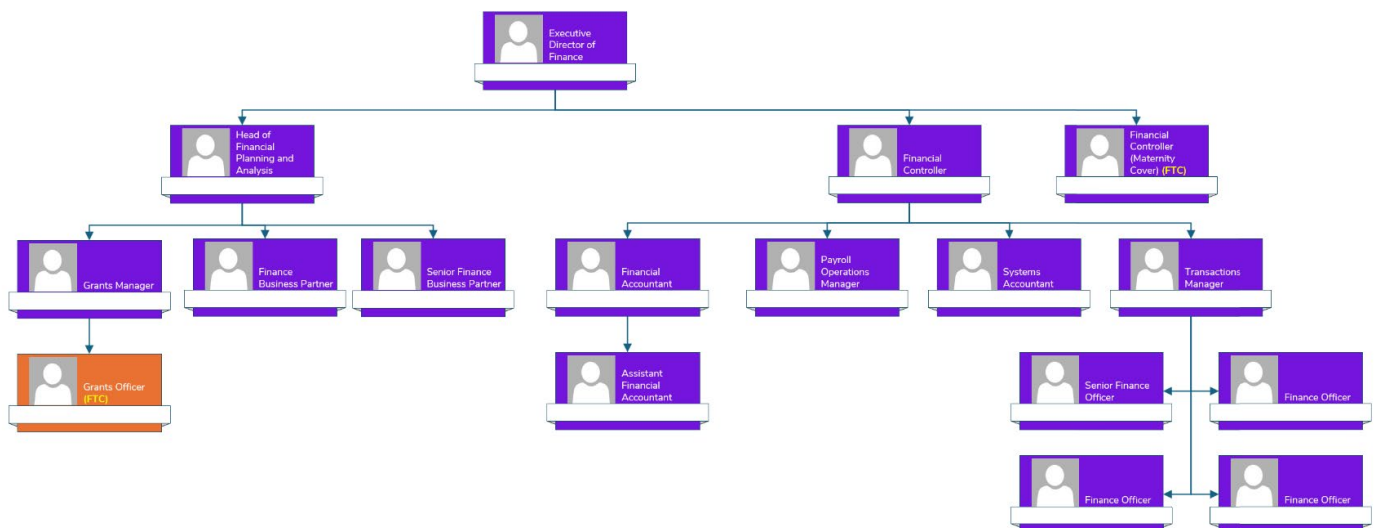
Check out our [benefits page](#)

How we're structured

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



Finance & Legal Team Structure:



We're the Finance Directorate.

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. 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.

Panos Charalambidis
Transactions Manager



About the role

Responsible to:	Transactions Manager
Department:	Finance
Base Location:	Gilwell Park, London with Hybrid option (Tues and Wed in Gilwell Park)
Role supports hybrid working:	Yes – click here for further details
Term:	Permanent
Salary:	£30,040 per annum Inc Outer London Weighting Band D Level 3
Hours:	35 hours per week
Line Management Responsibility:	n/a
Internal Relationships:	Staff at all levels and trustees in particular Finance Committee members
External Relationships:	General suppliers, Customers and members, computerised systems partners and 'Card' Suppliers
DBS:	Basic

What's expected?

To be responsible for the recording, reviewing, and reconciliation, processing of all transactional data for the finance team, including processing of supplier invoices, payment requests, expense claims, other payments, sales invoices and receipts. To contribute to the work of the finance team across all disciplines as required.

Key accountabilities

- Assist the Transaction Manager in the provision of an excellent customer service for all financial transactions activity
- Ensure account receivables and payables activities are performed accurately and timely including procurement duties as required
- Ensure that financial transactions are properly updated and recorded.
- Be responsible for the accurate and effective recording and processing of authorised purchase orders, invoices, expense claims, direct debit payments, credit card statements, float and petty cash requests, income on computerised accounting system.
- Preparation of balance sheets reconciliations, including bank reconciliations and assist in preparation of income statements, expense reports.

- Ensure maintenance of the general and subsidiary ledgers.
- Ensure data integrity
- Update financial records with recent transactions and changes.
- Identify and resolve invoicing issues, accounting discrepancies, and other financial related issues.
- Daily cash and cheques including membership subs.
- Where purchase orders have been raised and authorised, ensure that their details are consistent with invoices prior to payment.
- Assist with monthly payroll when required.
- Scan and ensure relevant accounting records, including linking invoices to the computerised purchase order system.
- Supplier and customer queries
- Journal preparation ensuring double entry and use of Q&A is completed prior to journal authorisation by Accountants.
- Work with other finance officers and transaction Manager agreeing priorities and workload.
- Continuous improvement and development.

About you

Skills and abilities

- Ability to work under pressure and meet tight deadlines.
- Methodical and systematic approach to work
- Ability to communicate clearly and concisely.
- Good attention to detail.
- Able to appreciate the need for confidentiality and discretion
- Strong numerical skills
- Excellent IT skills, focussed on providing clearly written material for distribution to various internal stakeholders
- Good understanding of double entry bookkeeping some higher level AAT qualification.

Knowledge, experience and qualifications

- Sound basic accounting knowledge
- Familiarity with the use of computerised spreadsheets.
- Good understanding of computerised accounts systems.
- Good understanding of electronic payment systems.
- Good understanding of the principles of VAT
- Experience of working within an accounts department.
- Experience of using computerised accounting systems.
- Experience of using Sun Accounts System
- Experience of using Microsoft Office

Personal qualities

- Commitment to the values of the Scouts.
- Commitment to ensuring an excellent quality of customer service.
- Commitment to own development and performance improvement.
- Confident in working with colleagues

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 11:59pm on Sunday 7th 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 15th 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.

