ASSISTANT FINANCE OFFICER, FINANCE

The salary range for this post (Grade E1) is £25,638 to £30,120 per annum (1.0 FTE).

We are looking for an experienced and enthusiastic Finance professional with experience of bookkeeping and finance IT systems with good communication and numerical skills.

The Scottish Funding Council is the national funding authority that invests circa £2 billion every year in tertiary education, research and knowledge exchange through Scotland’s colleges and universities.

As one of the biggest investors of public funds in Scotland, we make a huge contribution to Scotland’s economy and wellbeing, securing impact and quality outcomes for students, employers and wider social and economic objectives.

This is an exciting time for us: following a national Review of our mission, we are refocusing our priorities, operations and capabilities, in order to add even greater value and make a difference for Scotland.

Reporting to the Payment and Procurement Officer, this key support role, will work closely with colleagues to ensure the accuracy and timeliness of payments, and the accuracy of the financials ledger (particularly with regard to running costs budgets).

With relevant financial and bookkeeping experience, you need to have good communication skills (oral and written) and excellent numerical skills including accuracy with figures. This role requires you to work effectively with colleagues in Finance as well across the organisation to build and develop close working relationships. Ideally, you will be qualified or in the process of gaining a financial qualification in a relevant subject (e.g., bookkeeping or accounting). Experience of Sun Accounts software is desirable.

This role is currently based in our Edinburgh office, although we have committed to a future of hybrid working which means you will be able to work at home as well as spending some time at the office. We also understand the value of flexible working and we will be happy to consider flexible working arrangements for this position.
SFC is a friendly welcoming team and believes it is at its best when its work is informed by
different perspectives. We are therefore keen to receive applications from talented
individuals from all walks of life. Applications from candidates with disabilities and those
from minority ethnic communities are encouraged.

For details of how to apply, please visit our vacancies page at Jobs at SFC. No agencies
please.

The closing date for applications is 9am on Monday 7 November 2022.

COMMITTED TO EQUALITY OF OPPORTUNITY