

SCOTTISH CHILDMINDING ASSOCIATION
is pleased to invite applications for the post of
FINANCE COORDINATOR (WORKFORCE)
Programme for Scotland's Childminding Future

Are you passionate about high quality childcare and making a real difference to children and families in Scotland? Do you want to be part of SCMA – a thriving membership organisation, advocating on behalf of childminders, and delivering services across Scotland?

The Scottish Childminding Association (SCMA) is the national voice of childminding in Scotland. SCMA is a national Third Sector and membership organisation that promotes childminding as a quality childcare service. Working on behalf of its 2,600 childminder members, SCMA helps to improve the wellbeing and outcomes for Scotland's children and aims to influence policy to ensure that it is informed by the experiences of childminding. SCMA provides a wide range of support and professional services for members including training and events as well as delivering local services. For more information about our organisation and services visit childminding.org

We are recruiting a passionate and detail-oriented Finance Co-ordinator to join our team and play a vital role in supporting our exciting new Workforce Programme, *Programme for Scotland's Childminding Future* aimed at retaining and growing the number of childminders across Scotland.

As Finance Co-ordinator you will contribute to the operational management and delivery of the Programme for Scotland's Childminding Future finance functions. You will assist with providing financial support to the programme whilst adhering to organisational finance procedures. You will deliver effective, efficient, and accurate financial administrative support to the Programme for Scotland's Childminding Future team and work collaboratively with SCMA colleagues.

We require an excellent communicator with a strong understanding of financial principles and practices who has excellent attention to detail and accuracy. The postholder is required to have proven ability to prioritise work, present information, and forward plan.

Part-time 18 hrs per week, salary £26,483 – £29,058 (pro rata for part time)

Initial funding is until March 2025, however this is part of a 3-year proposal with funding confirmation received on an annual basis. The post is office/home based, requiring regular attendance at Head Office in Stirling. Equipment will be provided.

For further information and to download an application form:

Visit our website <https://www.childminding.org/about-us/vacancies-with-SCMA>

Closing date for receipt of completed applications is Friday 26th July 2024 at 12.00pm. Interviews will be held on Monday 5th August 2024.

Please note that only applications submitted on the correct form will be considered.

SCMA is working towards becoming an equal opportunity employer.

