

**SCOTTISH CHILDMINDING ASSOCIATION**  
is pleased to invite applications for the post of

## **FINANCE OFFICER**

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](http://childminding.org)

We are recruiting a suitably experienced Finance Officer professional to support the Finance Manager in the development and maintenance of financial and accounting systems, auditing financial records and investigating financial anomalies.

You will be responsible for providing financial support to our local and national services whilst adhering to organisational finance procedures. You will deliver effective, efficient, and accurate financial administrative support to the Finance Manager, Area Managers and the Finance team and work collaboratively with SCMA colleagues. Key responsibilities include day to day bookkeeping & invoicing, producing monthly reconciliations and financial reports & forecasts for the local and national services.

Excellent Excel and IT skills are vital, as are strong communication skills, attention to detail, and the ability to prioritise and manage multiple tasks to meet deadlines. The Finance Officer will have experience in a similar or related role, with experience of all aspects of finance processing. The postholder is required to have proven ability to prioritise work, present information, and forward plan.

Full-time 36 hrs per week, salary £29,983-£33,189 (dependent on experience)

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 Tuesday 1<sup>st</sup> October at 12.00pm.  
Interviews will be held on Wednesday 9<sup>th</sup> October 2024.

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

**SCMA is working towards becoming an equal opportunity employer.**

