



Finance Officer JD and ToR

Reporting to: Programmes Director

Commitment: Part-Time (2 days per week)

Type of contract: Consultancy Contract

Period of the contract: From November 2026 until end of April 2027 (renewable subject to availability of funding)

Salary: £1600 (8 days per month on £200 daily rate)

To Apply: please fill in the [application form](#) by 12 noon, 23rd October

Purpose of the Position:

The Finance Officer is responsible for managing the organisation's financial processes, ensuring accurate budgeting, expenditure tracking, and compliance with donors and regulatory requirements. Supports the establishment of a stronger financial management system within the organisation, financial planning and reporting, monitors budgets, processes payment transactions, and works closely with programme teams to ensure efficient use of resources and the organisation's financial accountability, and contributes to the development of new projects' proposed budgets.

Key Responsibilities:

1. Financial Operations:

- a. Develop financial procedures and tracking systems
- b. Maintain accurate and up-to-date financial records and documentation.
- c. Process payments, advances, and reimbursements in accordance with approved procedures.
- d. Verify supporting documents for all expenditures to ensure compliance with internal and donor regulations.
- e. Prepare payment requests and filing of financial documents

- f. Maintain bank records, including cash counts and bank reconciliations (on Xero or equivalent software)
- g. Processing BBS staff salary Payroll, HMRC PAYE contributions , and pension payments (monthly)
- h. Processing BBS taxes and VAT returns (quarterly)

2. Budgeting and Monitoring

- a. Support budget preparation and budget revisions for projects.
- b. Monitor expenditures against approved budgets.
- c. Flag variances and potential overspending to the Programmes Director.
- d. Support programme staff with budget tracking and cost planning.

3. Reporting

- a. Prepare monthly financial reports and expenditure summaries.
- b. Support the preparation of donor financial reports in coordination with the Projects Manager.
- c. Provide financial data and analysis when requested.

Required skills and training:

Essential:

- a. Relevant academic background (e.g. finance, accounting, business administration)
- b. Experience in UK/Scotland financial regulations
- c. Experience in grant management and donor compliance (e.g. tracking restricted funds, reporting requirements)
- d. Proficiency in financial tools and software (e.g. Excel, Xero or equivalent)
- e. Ability to monitor and analyze budgets, ensuring accuracy and accountability
- f. Experience supporting financial audits and donor reporting processes
- g. Familiarity with the UK financial system and regulations

Desirable:

- a. Scotland-based
- b. Experience working with not-for-profit/ non-governmental organisations funded by governments and major donors
- c. Knowledge of multi-currency budgeting and international financial management