



Job Title: Finance and Administration Manager

Join SSVP Scotland in Making a Difference

The Society of St Vincent de Paul (Scotland) (SSVP Scotland) is a dynamic, international organisation of Catholic lay people dedicated to helping those in need through compassionate, person-to-person support. Rooted in the Christian values of love, empathy, and justice, we extend a hand to anyone in need, regardless of their creed, colour, or beliefs.

As part of our mission, we seek to not only alleviate immediate needs but to address the root causes of injustice that create them. Working ecumenically and collaboratively with other organisations, we invite you to bring your talents, energy, and commitment to this important work.

Your Role as Finance and Administration Manager

Based in our National Office in Glasgow City Centre, you'll oversee the financial and administrative activities that keep our mission thriving. As a key contact for local conferences and Diocesan Councils across Scotland, you'll ensure they have the support they need to continue transforming lives.

What We Offer

- **Competitive Salary:** Salary range from £35k to £45k dependent on experience.
- **Work-Life Balance:** Core 35-hour workweek (Monday–Friday, 9 am–5 pm), with occasional travel.
- **Generous Leave:** 25 days annual leave plus 10 public holidays.
- **Pension Contributions:** Employer contributions of 3% of gross salary.
- **Growth Opportunities:** Make a meaningful impact while growing professionally in a role with variety and purpose.
- **Supportive Environment:** Join a values-driven team that celebrates collaboration and compassion.

Key Responsibilities

In this role, you'll handle a mix of financial, administrative, and training duties:

- Manage payments to suppliers and partners in India and South Africa.
- Oversee salary payments, pensions, and tax deductions for staff.
- Perform monthly bank reconciliations and manage the debtors ledger.
- Develop and monitor budgets, prepare management accounts, and manage year-end financial reports.
- Train and support members on book-keeping processes at the local and diocesan levels.

- Provide administrative support and assist with National Office events throughout the year.

What We're Looking For

Essential Skills and Qualifications:

- A part qualified accountant with a minimum of HND in Business (Accounting/Finance) or a related field.
- Strong financial acumen, with experience in accounts and finance-based roles.
- Proficiency in accounting software and Microsoft Office Suite with knowledge of Sage preferred
- Exceptional communication and presentation skills, with the ability to engage diverse audiences.
- A self-motivated team player with a passion for supporting positive change.

Desirable Skills:

- Charity sector experience.
- Knowledge of website maintenance and business-oriented social media use.
- Familiarity with Christian theology and Vincentian spirituality.

What You'll Bring

You're not just an administrator—you're a mission-driven professional who thrives on creating systems that help others succeed. You're detail-oriented, adaptable, and ready to make a tangible difference in communities across Scotland.

Additional Information

This role requires occasional travel across Scotland. A PVG (Protecting Vulnerable Groups) check will be conducted.

How to Apply

Join us in making a real difference. Apply now to be part of an organisation where your work truly matters.

Closing Date: Friday 21st February 2025.

To apply, please send your CV and cover letter to recruitment@ssvpscotland.com. For more information, visit <https://www.ssvpscotland.com>.