* Advertised from 12th January 2021.

**Role:**

Finance and Resource Assistant (FRA)

**Responsible to**: Finance and Resource Manager

**Responsible for**: Assisting the Finance and Resource Manager in providing support to operational hubs of organisation.

**Salary:** £12,600 pa pro rata (£21,000 FTE)

**Conditions:** Part time - 21 hours per week, flexible hours available (35 hours FTE)

**Location:** Glasgow city centre (once COVID restrictions have been lifted, home working until such time).

The Finance and Resource Assistant will support the Finance and Resource Manager in the implementation of SCLD’s Strategic Direction, specifically through provision of support to the operational hubs within the organisation.

This role will support the Finance and Resource Manager with organisational accounting activities. This includes raising, sending, and paying invoices and reconciling company accounts.

You will also assist with basic administration tasks and should be on hand to answer any queries raised by staff or external suppliers or providers. You will be expected to help document and maintain the organisations’ finance procedures, updating and implementing them wherever necessary.

**Application notes**

Closing date 29th January 2021 at 5pm

Interviews will be held on 15th February 2021.

Application Form and Equal Opportunities Form should be sent via email to [Recruitment@scld.co.uk](mailto:Recruitment@scld.co.uk)

Alternative accessible formats of the Job Description and Application Form are available on request, either via email at [admin@scld.co.uk](mailto:admin@scld.co.uk) or via phone on 0141 248 3733.

For an informal chat about this role please contact Christine McBain on 0141 248 3733 to arrange a convenient time.