Spina Bifida Hydrocephalus Scotland

Job description: Assistant Finance and Operations Officer

The role

You will be helping deliver our mission to give everyone with spina bifida and hydrocephalus the chance to feel unstoppable.

The Assistant Finance and Operations Officer will play an essential role in helping to ensure the smooth, accurate, and efficient running of core organisational processes.

The postholder will assist with day-to-day finance, HR, and operations tasks and will contribute to the overall effectiveness, compliance, and coordination of the charity's internal systems.

This role supports the delivery of robust financial processes, the maintenance of compliant and consistent HR practices, and the implementation of key Health and Safety requirements. By providing reliable operational support across these areas, the Assistant Finance and Operations Officer will play a key role in strengthening organisational resilience and ensuring that staff and managers receive high-quality, timely administrative support.

The postholder must have 2-3 years finance and administration experience.

What Spina Bifida Hydrocephalus Scotland can offer you

Flexibility
We offer flexible working, including the opportunity to work from home or around caring responsibilities.

Supportive colleagues, helping you to express yourself
Our team values teamwork, learning and continuous improvement**.** Staff scored SBH Scotland 8 out of 10 for being supportive in taking risks with new ideas.

We also offer:
Workplace pension scheme; salary sacrifice scheme; death in service benefit; paid Carers Leave; 30 days annual leave entitlement and 4 days Public Holidays; an additional day off for your birthday and wellbeing days.

Role reports to:
Head of Finance and Operations

Place of Work:
The Dan Young Building, 6 Craighalbert Way, Dullatur, G68 0LS with hybrid home-working model.

Working Hours:
20 hours per week, worked Monday to Friday, 10am–2pm. Some flexibility may be required occasionally to meet operational needs. Lone working in the office will be required for a minimum of two days per week. The role may necessitate working some hours outside normal office hours, including evenings and some weekends.

Salary: £28,525 FTE - £16,300 pro rata

Closing date: Thursday 3rd December 2026

Proposed interview date(s): Thursday 10th December 2026

We strongly encourage applications from disabled people and those with lived experience of disability or caring responsibilities.

SBH Scotland is a Disability Confident employer.

Key duties and responsibilities

To be as unstoppable as the people we support.

- Process purchase ledger invoices, staff expenses, and credit card transactions.
- Support sales ledger tasks including preparing invoices and monitoring outstanding income.
- Maintain accurate digital financial records and customer contracts.
- Assist with monthly income reporting and financial analysis.
- Provide consistent administrative support across HR processes.
- Assist with facilities coordination, building safety requirements, and contractor liaison.
- Support allocation and tracking of IT equipment and user access requests.

To be a team player who unifies people.

- Work collaboratively with colleagues across departments to ensure efficient internal processes.
- Support recruitment activities, interview scheduling, and onboarding tasks.
- Manage shared inboxes and act as a professional first point of contact for internal and external enquiries.
- Maintain digital filing systems and support document preparation.

A commitment to continuous learning and improvement.

- Work with curiosity and initiative, seeking better, smarter ways of doing things.
- Support the coordination of learning opportunities for staff.

Spina Bifida Hydrocephalus Scotland

Person Specification – Assistant Finance and Operations Officer

	Essential	Desirable
Qualifications/ Education	• **Minimum 2-3 years of experience in an accounts/finance and administrative role.** • Educated to at least SCQF Level 5–6 (e.g. National 5s, Highers, SVQ, or equivalent experience).	• A relevant qualification in finance, accounting, business administration, or operations. • Working towards or willingness to work towards a finance or administration qualification.
Knowledge	• Understanding of finance processes such as purchase ledger, sales ledger, expenses, and record-keeping. • Experience using finance systems such as Sage or similar accounting software. • Knowledge of good administrative practice, including maintaining accurate digital records. • Awareness of confidentiality, data protection, and handling sensitive information appropriately. • Understanding of the importance of compliance, consistency, and accuracy in operational processes.	• Knowledge of charity or third-sector working environments. • Awareness of HR administrative processes and/or Health & Safety requirements.
Abilities and Skills	• Strong organisational skills with the ability to manage competing priorities. • High level of accuracy and attention to detail. • Confident IT skills, including Microsoft Office (Word, Excel, Outlook) and digital systems.	• Experience supporting finance reporting or reconciliations. • Ability to learn new systems quickly and adapt to change. • Experience working in a hybrid or flexible working environment.

	• Ability to work both independently and as part of a team. • Clear written and verbal communication skills. • Ability to manage confidential information with discretion and professionalism. • Problem-solving skills with a practical, solutions-focused approach.	
Personal Qualities	• Proactive, positive, and approachable. • Committed to teamwork and mutual support. • Willingness to learn, develop, and continuously improve. • Values-driven, with a genuine commitment to the organisation's mission. • Reliable and dependable, with a strong sense of responsibility. • Open to new ideas and confident contributing suggestions for improvement.	

To Apply

Please submit your CV and a Cover Letter outlining your experience, why you are interested in this role, and how you meet the skills and experience outlined above.

Applications should be sent to jobs@sbhscotland.org.uk .

For an informal chat about the post please email Lorraine Wilson via jobs@sbhscotland.org.uk with your contact details and we will be in touch.

At SBH Scotland we celebrate diversity and are committed to creating an inclusive environment for all employees. We are also a Disability Confident Employer - if you are disabled and meet all of the minimum criteria for this role, you can request a guaranteed interview. Please note that in your covering letter.