Clèir Eilean Ì
The Church of Scotland in the Highlands and Hebrides

**Finance Officer**

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| Area: | Clèir Eilean Ì: Highlands & Hebrides |
| Hours of work: | 35 (full time) |
| Responsible to: | Clèir Eilean Ì: Highlands & Hebrides Finance Group Convener |
| Main purpose of role: | Oversee the financial affairs of the Presbytery, ensuring compliance with good practice and statutory requirements, to fulfil the role of Presbytery Treasurer and to train local congregational treasurers and book keepers to fulfil all of their financial obligations. |

**CONTEXT FOR THE ROLE**

The Presbytery came into being on 1st January 2024, comprising nine former presbyteries covering most of the Highlands & Hebrides. This is a much larger Presbytery and an increasing responsibility is being passed to larger Presbyteries for the good oversight and nurture of the congregations within. This includes effective and pro-active financial management. The values of the Presbytery are attached as an appendix.

**JOB DESCRIPTION**

- Oversee the financial affairs of the Presbytery and ensure they are legal, constitutional and within accepted accounting practice, including investment of Presbytery funds.
- Working with the national office stewardship and finance team to ensure compliance with internal procedures and disseminating information to all congregations.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the Presbytery including the follow up of outstanding congregational debts.
- Oversee the production of or produce the necessary financial reports/returns, budgets, accounts and audits.
- Check and approve expense claims and arrange payments.
- Make payments of approved invoices.
- Calculate and advise congregations of Presbytery Dues and monitor receipt of these.

- Liaise with the Church of Scotland's Human Resources team as necessary, providing monthly payroll schedules for Presbytery staff, advising of any changes, sickness, and so on.
- Work in partnership with the Presbytery's Finance Group to:
    - liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the Presbytery;
    - ensure committee members are aware of their financial obligations and take a lead in interpreting financial data to them;
    - monitor all restricted/endowment/designated funds and advise Presbytery of possible application of these funds;
    - regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc);
    - Produce aged debt reports for all congregational debt including Giving to Grow contributions, travel and locums; monitor investments;
    - oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year;
    - ensure proper records are kept and that effective financial procedures and controls are in place, for instance:
        - cheque signatories;
        - purchasing limits;
        - purchasing systems;
        - petty cash/float/credit or debit cards; salary payments.
        - Appraising the financial viability of plans, proposals and feasibility studies.
        - Lead on appointing and liaising with auditors/and independent examiner.
        - Regularly assess financial risks and whether and how such risks should be mitigated.
        - Develop internal controls and financial management policies.
        - To undertake the annual inspection of congregational accounts in accordance with the regulations of the General Assembly concerning congregational finance and the requirements of the Office of the Scottish Charity Regulator.
        - To train, advise and support local congregational treasurers and book keepers.

**KEY RELATIONSHIPS AND INTERFACES**

- Convener of the Finance Group
- Presbytery Clerk.
- Presbytery Support Officer.
- Convener of the Business Committee.
- Staffing Convener.
- Other committee conveners when necessary.
- Congregational treasurers, directly and through the Finance Group.
- National office Stewardship and Finance team.

**PERSON SPECIFICATION**

Skills, abilities and knowledge

- Knowledge and experience of current practice relevant to third sector organisations.
- Knowledge of the Church of Scotland's structure.
- Knowledge of accounting including bookkeeping and financial management.
- Good financial analysis skills with ability to produce reports, accompanying narrative and ability to explain to various stakeholders.
- Ability to train and pass on skills and provide ongoing support and guidance.
- Strong IT skills particularly in the use of Excel and other MS packages.
- Experience of developing, implementing and monitoring effective and robust financial policies and procedures.
- Experience of budget preparation, monitoring and control.
- Experience of working to multiple deadlines, prioritising own and others workloads as required.
- Knowledge of fraud awareness.

Personal Qualities

- Ability to work respectfully within our Christian ethos.
- Ability to communicate effectively with others including those with a non-financial background.
- Proven ability to work collaboratively with colleagues encouraging and leading where required.
- Approachable and ability to gain the trust and credibility of others.

Education and Experience

- Part or fully qualified with professional accounting qualification – CCAB or equivalent.
- On-going commitment to continuing professional development.

**TERMS AND CONDITIONS**

- The salary for this post is £35,963-£39,714 per annum. The successful applicant will start on point 1 of the scale and will progress on an incremental basis based on the anniversary of employment.
- For eligible employees, the post offers access to the Church of Scotland Presbytery Defined Contributions pension scheme.
- The hours for the post are 35 hours per week and primarily worked office hours Monday to Friday but the post will require some infrequent evening and week working to attend meetings.
- The postholder will home based but may need to attend Presbytery meetings in various locations.
- There are 30 days annual leave in each full holiday year that runs from 01 January to 31 December. There are also 9 days public holiday leave.
- In order to comply with the Asylum and Immigration Act 1996, the successful candidate will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

How to apply:
Applications should be sent by email to recruitment@churchofscotland.org.uk and must be received by the **closing date of noon of Monday 23 November 2026**.

Applications should comprise:

- a personal statement outlining how your skills, experience and personal qualities match the requirements of the role as set out in this job description. Two referees should be named; references will be sought if you are successful at interview. This should be no more than two sides of A4.
- a full CV (in addition to the personal statement). This should include details of educational and professional qualifications alongside a full employment history, showing positions held, responsibilities and relevant achievements. This should be no more than two sides of A4.

Applications without both a personal statement and a full CV will not be taken forward.

For informal enquiries about the role, please contact Lorraine Sinclair, Finance Group Convener LSinclair@churchofscotland.org.uk .

**Interviews will take place on Tuesday 01 December via MSTeams.**

**APPENDIX**

**Clèir Eilean Ì: Highlands & Hebrides Values**

Clèir Eilean Ì: Highlands & Hebrides, as part of the body of Christ, aspires to these values:

**Communication**
We will be open and informative; striving to include people and communicating in a graceful way using all appropriate means.

**Teamwork**
We will draw on our talents and resources, building relationships, sharing together and working collaboratively.

**Respect**
We are a diverse Presbytery serving urban, rural, coastal, and island communities. We will show respect by listening to and learning from each other.

**Integrity**
We will be honest and transparent in word and action; building trust throughout Presbytery.

**Nurturing**
We strive to be affirming, generous, welcoming and supportive of each other, recognising the need for mutual encouragement, challenge and development.

**Outward looking**
We are missional and have broad horizons, serving the purposes of Christ through engagement with our communities and wider world. We will do this in partnership with others wherever possible.

**Effectiveness**
We aim to be professional and timely in decision-making and action, continually developing and adapting the resources, systems and skills that lead to good governance.

**Faith**
As a community of believers we do not act out of our own strength and wisdom but seek guidance and inspiration of the Holy Spirit in the wise deployment of all of our gifts.