



Would you like to be part of a dynamic forward looking Finance Team?

Your applicant information pack

Finance Officer (Lancing)



Hello and welcome	3
What's in it for you?	5
The Scout Store team	6
How we're structured	7
The role	8 - 10
How to apply	10



Join the Scout Store Finance Team.

Would you like to work within a fast paced and friendly Finance Team? We have a wide and varied workload. There are always new projects to become involved with and it's a great place to develop your Finance skills. Would you also like to be part of a company building a consumer focused ethical and sustainable brand?

Scout Store is constantly changing and evolving to meet consumers changing expectations. Everyone at Scout Store has a voice, every idea and every suggestion is listened to and considered.

We're all about supporting and trusting you to do your job to the best of your abilities. You'll have freedom and flexibility, the opportunity to make a visible difference within your team as well as grow professionally. We believe in leading by example and that a thriving team helps us all develop.

Scout Store is not all about business as a happy team is the key to success. We've got a Social Committee that organises monthly team building events: staff quizzes, payday gatherings and more.

You would be working for a progressive organisation, looking to constantly develop. Your efforts contribute to developing young people around the country as all profits are donated back to The Scouts charity. We also work with another subsidiary of Scouting, Unity Insurance. There will be plenty of opportunities to get involved and learn about accounting for an insurance broker.

Scout Store is a brilliant place to work, we all dress casually, help each other and take pride in knowing that every pound of profit we make goes back into supporting Scouts and our Skills For Life Strategy.

Keith Peters
Head of Finance

Hello, it's you we're looking for.

At Scout Store, we're part of Scouts and everyone's welcome here - all genders, races and backgrounds. We give over 400,000 4-25 year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4-6 year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



Carl Hankinson, UK Chief Commissioner



Matt Hyde, Chief Executive

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.' Carl Hankinson, UK Chief Commissioner

What's in it for you?

You'll be helping change young people's lives. But what else is there for you?

- Work in a way that suits you, your role and your department.
- Be proud to say you're part of a team with Investors in People (Gold)
- Plenty of opportunity for learning and development.
- 28 days holiday a year, plus bank holidays rising to 32 days after two years (and we don't insist you go camping).
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by beautiful surroundings - our Lancing office being just five minutes from the sea (that means lovely lunchtime walks along the beach).
- Be part of a team that believes having fun's important too, with regular culture huddles, team and charity days creating a great informal work environment where you'll get to build great relationships.



Scout Ambassador, polar explorer and TV presenter, Dwayne Fields, (second from left) with celebrity chef Levi Roots (third from left) with our Scouts at 10 Downing Street, London.

Want to know more?

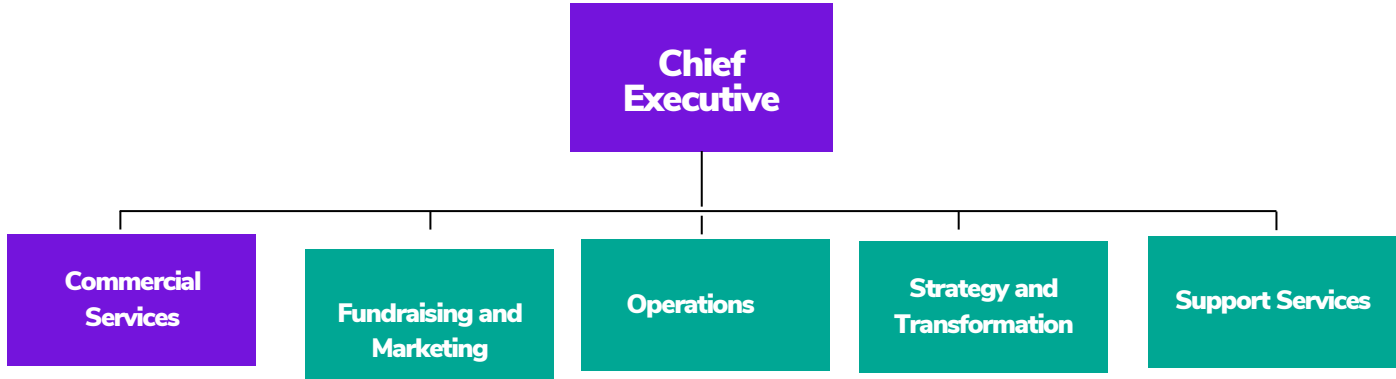
Check out our [benefits page](#)

Visit our [Scout Store | The Shop for all your Scouting essentials and more](#)



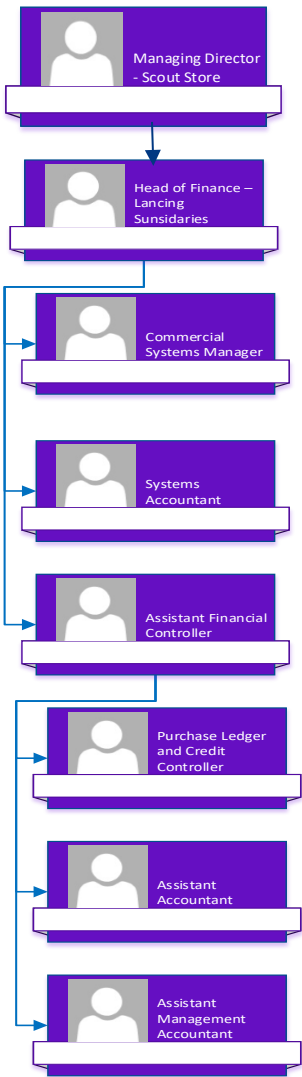
How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



Commercial Services Directorate				
Scouts Store Managing Director	Scout Adventures Head of Scout Adventures	Heritage Head of Heritage	Unity Insurance Managing Director	Facilities Head of Facilities

Scout Store Finance Team Structure:



About the role

Responsible to:	Assistant Financial Controller
Department:	Scout Store
Base Location:	Lancing, West Sussex
Role supports hybrid working:	Dependent on business requirements
Term:	Permanent
Salary:	£26,918 per annum, Band D, Level 3
Hours:	35 hours per week
Line Management Responsibility:	None
DBS:	Basic
External Contacts:	The Company's auditors, solicitors, suppliers, customers, bankers, TSA Finance Department, statutory bodies and financial institutions as required.
Internal contacts:	Head of Finance, Assistant Financial Controller, Customer Services, Heads of Departments, other members of staff as appropriate.

The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

Role, Summary and Purpose

As the Finance Officer (Lancing) you will be a key contact for all customer service enquiries. You will be responsible for the daily banking process, allocating payments and preparing supplier payment runs. You will also raise bank reconciliations and undertake reconciliation work as specified by the Finance Team leaders.

There will be a variety of other Financial Administration tasks. Working within a small but very busy Finance Department where priorities can change rapidly.

Key accountabilities

- Ensure account receivables and payables activities are performed accurately and timely in line with Finance timetables
- Ensure that financial transactions are accurate
- Be responsible for the accurate processing of authorised expense claims, direct debit payments, credit card statements and petty cash requests
- Preparation of balance sheets reconciliations as required including bank reconciliations
- Provide support to internal Account Handlers and Customer Service Team by answering enquiries relating to financial transactions
- Ensure data integrity and accuracy
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
- Daily banking and allocation of all income receipts
- Generate BACS payment files from the accounting system for payment of Purchase Ledger outstanding
- Perform the Credit Control function to ensure relevant debt is collected and mitigate bad debt risk
- Financial Administration as required

Person Specification

Experience

Experience within a finance department would be beneficial. Studying an appropriate qualification would be desirable but not essential. Previous knowledge of accounting software packages would help with this role.

- Experience of working within an accounts department
- Experience of using computerised accounting systems
- Experience of using Microsoft Office

Skills and abilities

- Understanding of basic accounting concepts
- Experience of accounting packages
- Highly accurate with attention to detail
- Good knowledge of Microsoft
- A flexible worker who can learn quickly and taken on additional tasks as required
- Able to balance workloads to achieve deadlines
- Able to appreciate the need for confidentiality and discretion

Knowledge and Understanding

- Proven experience in a similar role
- Good communication skills to liaise with other departments
- Credit Control experience is desirable

Values and Personal qualities

- Team player, flexible and responsive to the needs of colleagues
- Pro-active driven by achieving with a positive and enthusiastic attitude.
- A trusted person with the ability to build confidence in others.
- Lead by example and demonstrate high levels of personal integrity.
- Drive personal development and look for progression.



How to apply

Before making an application, please make sure you've read the **Recruitment and Selection Policy**.

Please submit an application using the application link on **our jobs page** by **11.59pm on Tuesday 9th April 2024**

To help us monitor the application of our **Equality, Diversity and Inclusion Policy**, we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Interviews will be held on Thursday 18th April 2024.

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact recruitment@scouts.org.uk to set up a call or virtual meeting.