



Finance Assistant

Location: Perth Airport, Scone

Reports to: Finance Manager

Hours: Part time—15 hours per week

Salary: £25,500—£27,000 (pro-rata)

Benefits:

- Pension: 12% employer's contribution (after 3 months' service)
- Annual Leave: 36 days (incl. public holidays) + an extra day for your birthday (plus additional days for long service)
- Death in Service benefit: 3 times annual salary
- Optional Private Medical Insurance plan and Cashplan
- Employee Assistance Programme
- Enhanced Maternity/Adoption/Paternity Pay
- Access to Blue Light Card
- Learning and Development Opportunities
- Hybrid Working

Working for Scotland's Charity Air Ambulance

Scotland's Charity Air Ambulance (SCAA) exists so nobody in Scotland suffers or dies because medical help cannot get there in time.

People can get sick or have accidents anywhere and anytime. But in Scotland there are places where urgent medical help cannot reach people. Or help gets there too late. And when lives are at risk every minute matters.

As a charity we rely on donations from the Scottish public, companies and communities to ensure that urgent medical help gets to the patient when it is needed, wherever they are and at whatever time of day.

SCAA would like to welcome a Finance Assistant to join our growing team at the Charity's Head Office in Perth. As part of a close-knit team, the Finance Assistant will play a vital role in supporting our Finance function and providing some general office assistance. The ideal candidate will have experience of working in a similar finance role and will bring exceptional accuracy, attention to detail and problem-solving skills. They will have an affinity for working with financial data, along with excellent communication abilities and proficiency in IT, numeracy, and literacy.

The ideal candidate will bring experience of dealing with purchase ledger systems using Sage Accounts within a small office environment. They will demonstrate flexibility and a proactive approach to their work. A friendly and professional manner is essential for this this supplier and customer facing role.

This role is advertised as part-time, 15 hours per week. Working days and hours can be discussed at interview and we aim to agree a pattern that works for both the successful candidate and the team. While we expect this role to involve at least two working days per week, some flexibility may occasionally be needed to accommodate business priorities. This role will be eligible for hybrid working with the successful candidate able to work from home for up to 60% of their working week, subject to agreement with their line manager.



Finance Assistant

Scotland's Charity Air Ambulance

Our Mission

To save lives through the urgency and quality of our response to time-critical emergencies.

Our Values

- One team in all we do
- Safety and risk alert
- Passion, care, and compassion
- Transparency, honesty, integrity
- Responsive, respectful, and inclusive



Our Vision

To provide a valued, sustainable, leading edge national air ambulance service that is integral to emergency services in Scotland.

Our Ethos

Fast, professional, responsible, innovative, visible.



Finance Assistant

About the role

Job Description

Job Purpose

To support the smooth operation of SCAA's finance function by ensuring accurate and timely processing of financial transactions and maintaining high standards of data integrity. To provide support across purchase ledger activities, expense and credit card administration, reconciliations, audit preparation, while assisting the Finance Manager and other stakeholders with analysis and ad-hoc projects, when required.

Key Accountabilities

- Maintain the purchase ledger, ensuring accurate and timely processing of supplier invoices, including obtaining approvals from budget holders, resolving supplier queries, and maintaining compliance with policies and procedures.
- Maintain accurate financial records in Sage Accounts, including approved invoices, employee and volunteer expenses, petty cash transactions, and bank reconciliations.
- Administer credit card expenditure processes by collating statements and receipts, identifying discrepancies, and summarising transactions for import into Sage.
- Support budget holders by providing purchase order numbers and delivering clear analysis of nominal accounts using Excel.
- Assist with statutory and internal compliance requirements by providing accurate information and supporting documentation for the annual audit process.
- Monitor and maintain data accuracy, highlighting anomalies and escalating issues to the Finance Manager as appropriate.
- Provide support to the Finance Manager by assisting with ad-hoc tasks and contributing to finance projects as required, ensuring deadlines and quality standards are met.
- Collaborate with the wider administrative team to provide support when required.

General responsibilities

- Maintain and improve competencies through continuous professional development.
- Work collaboratively with staff across the charity and key partners.
- Work effectively and efficiently to administration, communication, health and safety protocols and policies to ensure that organisational systems and procedures are implemented.
- Abide by organisational policies, codes of conduct and practice as described in the Staff Handbook.
- Treat with confidentiality any personal, private, or sensitive information about individual organisations and or schemes or staff etc.
- Perform other associated duties as may arise, develop, or be assigned in line with the broad remit of the post.
- Be prepared to travel throughout Scotland and occasionally beyond to meet the needs of the business.



Finance Assistant

About you

Essential Experience, Knowledge & Skills

- Experience working in a similar finance role.
- Experience of using accounting software in a business role.
- High degree of accuracy and attention to detail.
- Ability to problem solve and multi-task.
- IT literate with experience in the use of Microsoft packages, in particular Excel and Word.
- Excellent numeracy and literacy skills.
- Proficient communicator, with the ability to work within a customer-facing role.
- Flexibility and willingness to work within a small, dedicated team.
- A sound understanding of the need to maintain appropriate confidentiality and discretion in the handling of information.

Desirable Experience, Knowledge & Skills

- Experience of working in the Charity sector.
- Experience of Sage Accounts packages.
- Experience of working in a purchase ledger role in the past.
- Ability to support the continuous improvement of processes and procedures within a finance function.



Join us!

Application

To apply for the role please email the following to **Susie Crocker** at Recruitment@scaa.org.uk

- your CV and covering letter—outlining your suitability for the role, your relevant experience, your motivations for applying and your preferred working pattern (if applicable). We advise you to refer to the ‘About You’ section and use this to explain your suitability for the role.
- Equality, diversity and inclusion monitoring form (optional)

As an equal opportunities employer, SCAA is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join SCAA.

If you have any specific questions about the role then please contact: **Jacqui Cunningham**—Finance Manager at j.cunningham@scaa.org.uk.

Please note that SCAA email accounts will not be monitored between 25 December 2025—4 January 2026.

Application Deadline is 5pm on **5th January 2026**.

Interviews

Interviews will take place at our base at Perth Airport, in Scone, during either the week commencing **12th or 19th January 2026**.



Finance Assistant