



Finance – Executive Officer

**Do you want to be part of a dynamic team
for one of Scotland's leading sports?**

Salary £20k plus 6% pension (Full-time)

Scottish Swimming is one of the leading sports organisations in Scotland. We are seeking an enthusiastic and organised Executive Officer to join our Finance Team. Based at the National Swimming Academy in Stirling, you will work alongside the Finance Manager to deliver an effective and robust finance department.

Your positive attitude, finance knowledge and communication skills will be vital, as will your attention to detail as you work closely with staff and partners to support the delivery of our corporate plan.

Key Functions:

- Manage Accounts Payable to ensure that all payments and expenses are processed, verified and reconciled in line with the company's policies.
- Manage Accounts Receivable to ensure that all income and invoices are processed, verified and reconciled.
- Maintain accounting ledgers by verifying and posting account transactions
- Maintain financial security by following internal accounting controls
- Build relationships with customers to ensure an effective credit control system
- Provide nominal reports to staff and disciplines
- Assist with the continuous improvement on our systems and processes to ensure the finance team operates efficiently.

In return you will be offered an attractive salary, including contributory pension, as well as being part of a dynamic team that aims to ensure that Scottish Swimming continues to lead the way in innovation.

Scottish Swimming has a set of values which are available on our website and we are committed to selecting staff solely on the basis of their ability to do the job for which they are being recruited. We welcome applications from all sectors of the community.

For an informal discussion please contact Deborah McGinniss, Finance Manager on 07739 891707.

For further information and a recruitment pack please go to the Scottish Swimming website at www.scottishswimming.com

Closing Date: Midday 27th November 2017
Interviews: Wednesday 6th December 2017