



# Job Application Pack

## International Accountant

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## Looking for a job that means something, is challenging, inspiring and compassionate? Then look no further...

SCIAF is the official relief and development agency of the Catholic Church in Scotland.

We work in partnership with local and church organisations, supporting communities across the world to bring about lasting change.

### Our Vision & Mission

A just world, free of poverty, where we flourish and live in harmony with each other and all creation. Compelled by Christ's love, we work with those in the world's poorest places to end poverty, protect our common home, and help people recover from disaster. We inspire loving action in the Scottish Catholic community to sustain our work.

SCIAF helps people climb out of poverty and recover from disaster, regardless of their religion, race, gender, beliefs or background. We are part of the second largest humanitarian network in the world, Caritas Internationalis, which allows us to work in the most challenging places and respond quickly when emergencies strike. With a staff of 40 people based in Glasgow, we deliver an impact far greater than our size.

### Demonstrating love and compassion

By joining SCIAF, you'll embark on a meaningful and impactful role, helping make a real and lasting difference to the lives of people living in some of the world's poorest places.

While we very much accept applications from people of all faiths and none, we are inspired by Catholic social teaching and represent the Catholic Church in Scotland as their official relief and development agency.

In everything we do, we aim to demonstrate our values of love and compassion – treating everyone with respect and dignity, standing in solidarity with our colleagues and those we serve, and believing in a better tomorrow. In the workplace, this translates into an environment that is supportive, inclusive, innovative and fair – and that's why so many staff at SCIAF have stayed with us for years.

### Diversity, Equity & Inclusion

As an inclusive employer, we want our staff to reflect the communities in which we live and work. We aim to cultivate a working environment where all staff feel accepted and appreciated, and where bullying, harassment and discrimination are not tolerated.

We're committed to diversifying our workforce across all roles and pay grades – and we've already made progress, but we know we have to do more. That's why we're dedicated to increasing the representation of currently under-represented groups at staff and Board level.

We welcome applications from everyone and our recruitment process is open and fair. We particularly welcome applications from ethnic minority candidates.

<b>Job title:</b>	International Accountant
<b>Contract type:</b>	Full-time Permanent (part-time hours will be considered).
<b>Salary /Grade:</b>	£43,117 - £45,298 per annum; Grade D
<b>Location:</b>	SCIAF Office, Glasgow
<b>Department:</b>	Central Services
<b>Closing date:</b>	Monday 2 February 2026 at 5 00 pm
<b>Interviews:</b>	Date to be confirmed.

## Job Description

### Overall purpose of role

- To take a lead on dealing with the financial aspects of SCIAF partners and institutional grants including due diligence and financial compliance and represent SCIAF with key donors.
- To prepare and review the budgets, financial and audit reports of our partners in collaboration with project staff.
- To help build the capacity of our overseas partners and our project staff in financial issues including those related to institutional grants.
- To assist the Director of Finance and Operations in the preparation/review of financial reporting requirements and SCIAF's financial control systems.

### Reporting line

Director of Finance and Operations

### Key responsibilities

- **Technical**
  - To prepare and consolidate budgets for institutional funding grant applications and assess and support overall proposals.
  - To monitor institutional income and expenditure for all institutional grants from start of grant to conclusion in collaboration with the IHDD.
  - To ensure compliance with institutional funder requirements.

- To build the financial capacity of partners and SCIAF staff including preparing and presenting finance and compliance sessions at partner workshops.
  - To work with the IHDD to ensure that partner organisations have adequate financial systems in place.
  - To establish and review partner financial reports and consolidate them into financial reporting to institutional donors.
  - To create policies and procedures in relation to financial management of institutional funding and development grants.
  - Develop a TOR for overseas auditors, support the audit process and satisfactorily close out audit points.
  - To assist in the preparation and review of SCIAF financial schedules such as the restricted reserves alongside the Director of Finance and Operations.
  - Advise on and participate in the SCIAF response to fraud or other financial problems in partner organisations, including compliance visits to partners if necessary.
  - To develop and undertake an internal audit/compliance programme for SCIAF Head Office.
  - To assist with financial administration of invoices, payroll/pensions, investments etc as required.
- **Partnership Relations**
  - To provide input on the selection of partners based on the completion of a financial review of current and potential partners.
- **Communication**
  - To advise on the selection of partners based on the completion of a financial review of current and potential partners.
  - To advise and support the Director of Finance and Operations and other senior managers as required, on all financial matters related to SCIAF's work but particularly overseas.
  - Play an active role in learning of partners and colleagues.
- **Other**
  - To undertake any other activities reasonably requested by the Director of Finance and Operations in order to achieve the overall aim of the job.
  - Team, departmental and organisational planning and co-ordination.

## Safeguarding

As an agency of the Catholic Church in Scotland, SCIAF's Safeguarding Policies and Procedures are guided by In God's Image, version 2: Instruction on Safeguarding in the Catholic Church in Scotland 2021.

SCIAF undertakes to ensure that all staff, volunteers and relevant others, whose work might involve contact with children and/or vulnerable adults, will have completed



additional recruitment procedures and have obtained a satisfactory PVG Check from Disclosure Scotland.

### Code of Conduct

All staff are expected to adhere to a Code of Conduct which specifies the attitudes and behaviour that all Caritas staff are expected to maintain. The Code is derived from, and closely related to, the Caritas Code of Ethics which prescribes the basic values and institutional practices of Caritas organisations.

“Individuals who care for those in need must first be professionally competent: they should be properly trained in what to do and how to do it, and committed to continuing care. Yet, while professional competence is a primary, fundamental requirement, it is not of itself sufficient. We are dealing with human beings, and human beings always need something more than technically proper care. They need humanity. They need heartfelt concern.”

This job description is subject to regular review and appropriate modification.

## Person Specification

Area	Essential	Desirable
<b>Qualifications</b>		
Professional qualification in accountancy or internal audit.	✓	
<b>Experience</b>		
Advanced Excel user.	✓	
Previous experience of working within an international NGO.		✓
Experience of conducting Internal audits.	✓	
Ability to undertake Forensic accounting.		✓
Experience of leading a response to suspected incidence of fraud.	✓	
Ability to construct and managing budgets	✓	
Appraising management accounts and financial reports.	✓	
Development of financial policies and procedures.	✓	

#### Scottish Catholic International Aid Fund

SCIAF is the official relief and development agency of the Catholic Church in Scotland and a proud member of the Caritas family. 196 Clyde Street, Glasgow, G1 4JY. Tel: 0141 354 5555. Scottish Charity No: SC012302. Company No: SC197327.

Knowledge		
Awareness of charity sector accounting.		✓
Sound knowledge of institutional financial reporting.	✓	
Skills and Abilities		
High numeracy and analytical skills.	✓	
Ability to plan own workload and set priorities.	✓	
Ability to handle a complex workload.	✓	
Awareness of fraud risks and mitigations.	✓	
Ability to work under pressure and meet deadlines.	✓	
Excellent communication skills.		✓
Ability to explain complex financial information in easy to understand language.		✓
Report writing and presentation skills.	✓	
Attitude		
Commitment to justice and an ability to work within the ethos of a Christian agency.	✓	
Sympathetic understanding of the Catholic Church's social teaching.	✓	
Good team player who is flexible and helpful.	✓	

## Working at SCIAF

### Hours of work

Thirty-five hours per week.

### Flexible working

At SCIAF, we understand the benefits of flexible working which means staff can enjoy better work-life balance. Our flexible working approaches include hybrid working, flexitime and TOIL.

### Annual leave

A generous annual leave allowance based on years of service begins at 20 days per annum for full-time staff, plus 13 statutory days, in addition to three additional dates between Christmas and New Year. One week of additional holiday leave can also be purchased on an annual basis.

### Other types of leave

SCIAF provides other paid and unpaid leave, which include enhanced employers and statutory maternity leave, up to four weeks' statutory paternity leave and paid compassionate leave.

### Pension scheme

SCIAF operates a voluntary, contributory, personal pension scheme. Further details are available on request.

### Life Assurance

Under the SCIAF life assurance scheme you have automatic protection based on an amount of twice your base salary, from your first day as a SCIAF employee.

### Learning and development

SCIAF invests in improving the skills of its staff and actively encourages everyone to broaden their understanding and knowledge through courses and training days, professional memberships and even formal qualifications.

### Probationary period

All job offers are subject to a probationary period of six months.

### Other benefits

We know that the wellbeing of our staff is vital to our work. We are enrolled in the Bike2Work scheme, and we work with our partners to give our staff free access to GPs from anywhere in the world, free financial support, a free counselling helpline, and free expert legal advice – all 24/7, 365 days a year.

### Eligibility to work in the UK

Under the Asylum & Immigration Act SCIAF has a responsibility to ensure that all employees are eligible to work in the UK. Consequently, before you can commence work you will be expected to provide evidence of your eligibility to work in the UK. This may be your birth certificate, passport, work permit or other document confirming your right to work in the UK. We confirm that SCIAF cannot be a sponsoring employer.