



Scottish Athletics Limited

Information for applicants for the position of

Finance Manager

Salary £35,000 (pro rata)
(30 - 37 hours per week)

About Us

scottishathletics is the national governing body for athletics in Scotland. Our vision is for everyone in Scotland to have the opportunity to participate in athletics and running and to achieve their personal ambitions.

Our mission is to deliver an integrated, inclusive and adaptable model of athletics and running provision that inspires everyone in Scotland to enjoy the sport and experience personal success. Equality, diversity, and inclusion are at the heart of the work that **scottishathletics** leads, and the organisation works closely with all stakeholders in athletics across Scotland, to continue improving diversity and create an inclusive culture in the sport, and to be reflective of Scottish society.

Our strategy, [*Building a Culture of Success \(2023-2027\)*](#), captures the breadth of work that **scottishathletics** facilitates, from supporting performance athletes on the world stage to providing opportunities for people to participate in the sport within their local community. The member clubs play a crucial role in growing and developing the sport and, along with the volunteer workforce, they are integral to the sport's future success.

Everyone in Scotland can participate in athletics and **scottishathletics** strives to continuously evolve to deliver on our vision for the sport.

About You

We are looking for a highly motivated, experienced Finance Manager to provide accurate, timely financial information to support the strategic decisions of the business.

You will have a proven track record in the accurate processing of all financial transactions using the partial exemption VAT basis. Working on your own initiative to complete tasks, you will have an in depth understanding of accounting principles and processes.

With demonstrable knowledge and experience of Ipicit (or similar accounts package) and Microsoft Office products, you will be conscientious, with attention to detail in all areas. You will be a proactive thinker and problem solver with a natural curiosity to ask questions around financial information.

A team player with a willingness to work closely with others through strong verbal and written communication skills, you will have experience of leading on annual budgeting and forecasting cycles, preparation of accurate, timely management accounts and supporting the year end audit process.

About the Role

With the recent introduction of new finance software, you will be joining the organisation at a particularly exciting time. The role requires someone with a proven track record of maintaining effective financial controls to ensure compliance with accounting standards, tax regulations and company policies, providing constructive feedback to evolve and improve internal processes.

Nearing the end of our current four-year funding cycle, the role is of significant importance as it will help inform and shape our new strategy and funding ambitions.

The role offers the opportunity to make a meaningful and lasting impact on the success of the business and cement the financial sustainability of athletics in Scotland.

Staff

scottishathletics employs 33 members of staff and 21 Club Together Officers.

Place of Work

Hybrid working with at least one full day in the office each week. The **scottishathletics** office is based at Laurie Liddell Clubhouse, 42 Peffermill Road, Edinburgh, EH16 5LL.

Salary

The starting salary offered for the post will be £35,000 (pro rata). Annual pay awards will be made in accordance with the salary review procedures agreed by the **scottishathletics** Board of Directors.

Benefits

Enhanced statutory benefits

Hybrid working

Extra five days annual leave after five full years' service (pro rata)

Death in Service x 2

Hours of work

The role can be offered on a full time (37 hours per week) or part time (minimum of 30 hours per week) basis. On a few occasions there may be a requirement to work in the evening and at weekends. The organisation encourages a flexible working approach from all staff, consistent with meeting the needs of the business.

Pension

scottishathletics operates a qualifying group pension scheme for auto-enrolment purposes and will match the successful candidates' contribution up to a maximum of 6% of salary, including the legal minimum contributions required.

Annual Leave and Public Holidays

The annual leave entitlement for this post is 25 days (pro rata), increasing to 30 days (pro rata) after five years' service. In addition, the public holiday entitlement is 10.5 days (pro rata).

Travel and Subsistence

The post holder may occasionally be required to travel to meetings within Scotland and occasionally

in the UK. Travel and subsistence will be reimbursed at **scottishathletics'** current rates.

Probationary Period

All new members of staff will serve a three-month probationary period before their appointment is confirmed.

Notice

This post carries a two-month period to terminate employment after the satisfactory completion of the probationary period.

Application Process

Applicants should apply by submitting the application form, a covering letter (addressing how the applicant's skills and expertise fit with the job role and candidate specification), and the equal opportunities form, to opportunities@scottishathletics.org.uk.

The closing date for applications is noon on Wednesday 24th June 2026 with interviews taking place week commencing 29th June 2026 at Laurie Liddell Clubhouse, 42 Peffermill Road, Edinburgh, EH16 5LL.

Incomplete applications and those received after the closing date will not be considered.

scottishathletics is committed to equality of opportunity and treats all applicants fairly and consistently in accordance with the requirements of the Equality Act 2010 and the Rehabilitation of Offenders Act 1974 (as amended).

Any offer of employment would be subject to proof of existing right to work in the UK, satisfactory criminal record/background check, and references.

If you require any reasonable adjustments, please email opportunities@scottishathletics.org.uk

