



SCUTUM
Shielding your future

JOB DESCRIPTION

JOB TITLE: Finance Assistant
REPORTING TO: Finance Team Leader
CONTRACT: Temporary (to 31/12/25)
HOURS:

Job Title	Finance Assistant
Scope of Role	As the Finance Assistant you will support the Team Leader across various finance functions, ensuring that all processes and procedures follow internal guidelines. Your duties will include supporting with sales ledger, purchase ledger and sales contracts.
Location	Linlithgow
Reporting relationships Internal/external customers	You will report directly to the Finance Team Leader. The post holder will be expected to engage with stakeholders as well as form strong business relationships across the wider business.
Key Accountabilities <ul style="list-style-type: none">• Processing sales invoices on NAV• Uploading sales invoices onto customer portals• Maintaining email inbox/responding to customer queries• Processing pre-authorised purchase invoices• Maintaining various basic spreadsheets• Maintaining email inbox/responding to supplier queries• Statement reconciliations• Assisting with sending out contract renewal letters• Assisting with updating customer contracts in NAV• To follow Health & Safety procedures set out by the company in order to ensure the safety of you, your colleagues and others. Also, adhere to the Company Health and Safety policy.• Adhere to company rules and ensure compliance to ISO: 9001:2015 & ISO 14001:2004	
Candidate Profile	
Educational Requirements/Qualification <p>No formal education requirements are required, however, the individual must be a strong team player, possess strong organisational skills and accuracy when handling data.</p>	
Experience <ul style="list-style-type: none">• Experience of NAV would be advantageous.• Finance experience preferred but not essential.	
Skills, abilities & personal qualities: <ul style="list-style-type: none">• Excellent time management skills.• Strong interpersonal skills• Be self-motivated, proactive and dynamic• You are professional and diligent• Highly organised with excellent written and oral communication skills• Must be I.T. literate and confident with MS Office, particularly Excel, Word & PowerPoint.• Undertake routine reporting and ad hoc requests as required.	

- Detail orientated.

Compliance

You must remain contract compliant and produce documentation when requested to do so by the HR department in a timely manner so as to maintain your contract compliant status. Failure to comply with this requirement may result in your removal from contract and termination of employment.

Human Rights

You will treat members of staff with respect and abide by the human rights obligations as detailed within training presentations. Failure to comply with this requirement may result in your removal from contract and termination of employment.

Anti-bribery & Corruption

You will abide by the Scutum business ethics code and will report any acts of nonconformity you have witnessed or believe to have taken place during the conduct of your duties.

Additional

Normal hours of work are Monday to Friday from 8.30am to 5.00pm. You will be expected to keep your working hours flexible and additional hours of work may be required as business circumstances dictate.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as required.