**Finance Administrator**

At Scottish Bible Society we share the Bible.

Thanks to the commitment and generosity of our supporters, the Scottish Bible Society (‘SBS’) is a charity that helps individuals and communities in over 200 countries and territories around the world to receive Bibles in a language they understand and in a format they can use. We are creative in supporting churches in Scotland to keep the Bible central and encourage meaningful engagement to deepen encounters with God. The range of projects we either initiate here or support around the world is extensive. Teaching people to read using the Bible, helping to heal the wounds of trauma in Bible-based support groups and ensuring Bibles are kept affordable in rapidly growing churches are just a few examples of transformative projects we support.

We have an exciting opportunity for someone who enjoys administrative duties to work across a variety of teams within SBS. Someone, with any eye for detail, who can help ensure the books and records of the charity are accurately maintained by assisting in a number of financial and supporter-based tasks.

* Full-time role based, primarily, at Bible House, Edinburgh near Haymarket train station.
* Although there is no Faith requirement associated with this role, there is an expectation that there will be respect for the Christian ethos of SBS.
* Salary depending on experience.
* **Closing date for applications is 5pm on Friday 20th October 2023.**

For a copy of the detailed job description please click the link; <https://www.scottishbiblesociety.org/work-with-us>

To apply, please send your CV and covering letter to [info@scottishbiblesociety.org](mailto:info@scottishbiblesociety.org)

For an informal discussion about the role, please call Ross McFarlane or Jenny Grimmond on 0131 337 9701.