Recruitment Pack

Finance Officer



Dear candidate,

Thank you for your interest in joining One Parent Families Scotland (OPFS).

By taking your next step with us, you would be joining an organisation where the work truly matters. It matters to the single parent who is juggling multiple responsibilities to provide for their family. It matters to the child who deserves equal opportunities to thrive. It matters to the families who face daily challenges and need support to navigate them. It matters to us because no one should have to face these challenges alone.

We're looking forward to hearing from people who are deeply committed to our vision: a future where every single parent and their children in Scotland are celebrated in all their diversity, are treated fairly and live free from discrimination and poverty. We believe that every family should have access to the resources and support they need, regardless of their circumstances. ***Changing lives, challenging poverty*** is at the heart of everything we do.

Our impact

You would be joining a team committed to making a meaningful difference. Every day, we are inspired by their dedication, expertise and commitment to enhancing the lives of single parent families. From our frontline staff who provide direct support, to our Head Office teams who ensure smooth operations, and those who advocate for policy changes, our passionate team is focused on creating lasting, positive impact.

One example of our impactful work is our Family Support Service. In the past year, we have supported thousands of single parent families, helping them to access essential services, financial support and emotional guidance. Our programmes are designed with the input of those we serve, ensuring that our work is relevant and effective.

We know that we can't do this alone. Our work is strengthened by the voices and experiences of single parents who guide our efforts. Their insights are invaluable, and their collaboration is at the heart of everything we do. Through co-design and active participation, we ensure that our programmes are tailored to meet the real needs of the families we serve.

Partnerships

We place great value on our partnerships with community organisations, which help us deepen our impact and better understand what families need to thrive. These partnerships amplify our efforts, allowing us to reach more families and provide comprehensive support. By working together, we can create a network of resources and services that truly make a difference in the lives of single parent families.

Our culture

At OPFS, we strive to create a supportive and inclusive working environment. We believe in fostering a culture where colleagues feel valued and empowered to innovate. We encourage learning from mistakes and working collaboratively to achieve our goals. We are proud to have achieved the **Investors in People Gold** status, reflecting our commitment to excellence in people management and development.

At the core of our mission is the creation of a diverse and inclusive workspace. We recognise that our organisation thrives on the variety of backgrounds and perspectives that our team members bring, enriching our work in countless ways. We are dedicated to equity, diversity, inclusion and belonging, and these principles are embedded within our values and practices.

We encourage applicants who bring diverse skills and a strong commitment to our mission. Regardless of whether your career path has been traditional or unique, if you share our values and are passionate about making a difference, we would love to hear from you.

Thanks for considering a role within OPFS. Together, we can create a brighter future for single parent families across Scotland. ***Changing lives, challenging poverty*** is not just a strapline; it's at the heart of everything we do.



Satwat Rehman
Chief Executive



Halena Gauntlett
Chair

One Parent Families Scotland
changing lives, challenging poverty



OPFS 2026
Staff Conference

Our vision
A Scotland where single parent families are celebrated in all their diversity, are treated fairly and live free from poverty.

Our mission
To amplify the voices of single parent families in their unique role as sole carers and providers and together challenge stigma, poverty and inequality to achieve change.

About OPFS

Established in 1944, OPFS is the leading charity working with single parent families in Scotland. We provide expert advice, practical support and campaign with parents to make their voices hear to change the systems, policies and attitudes that disadvantage single parent families.

We work alongside single parents and their families, placing them at the centre of everything we do, creating ways to overcome barriers, changing their lives and fulfilling their potential. We also celebrate the many achievements of single parents and their children.

One Parent Families Scotland
changing lives, challenging poverty

Our values

Our values are the principles or standards that we consider important in life. They shape behaviour and guide our decisions and actions.

Justice: always keeping the scales of justice in balance, avoiding inequalities in the future.
Equity: everyone getting what they need, tackling inequalities in the here and now.
Trust: trusting that people will work to the best of their ability, while ensuring the best interests of others are central.
Collaboration: working together and focusing on solutions.
Compassion: recognising the challenges others face and then taking action to help.

Strategic objectives

Support single parents to build on their strengths and attributes to achieve their goals.
Strengthen single parent families' wellbeing, enabling children to be happy and thrive.
Influence policies to eradicate child poverty, taking an intersectional, equalities approach to policy making.
Involve single parents, experts by experience, to co-produce OPFS services and policy priorities.
Challenge societal attitudes and behaviours to fully support and respect single parent families.

Outcomes

- Single parents know their rights and can access those rights
- Their contributions to society are celebrated and recognised
- They have a standard of living above the Minimum Income Standard
- They experience stronger family wellbeing
- They have a powerful voice in shaping services and policies

Read our strategic plan to find out more

Finance Officer

Location: Edinburgh
Hours: 35 hours per week. Temporary to 31 June 2027 with possible extension to 2028 dependant on funding.
Salary: £26,640 - £32,560
Reports to: Finance Manager

About One Parent Families Scotland

One Parent Families Scotland (OPFS) is the national organisation for single parent families in Scotland. Founded in 1944, we support and empower single parents and their children by providing trusted advice and information, helping parents move into training, employment and education, and strengthening family wellbeing.

We work directly with families across Scotland, including Dundee, Glasgow, Edinburgh, North Lanarkshire and Falkirk. We reach families nationally through our multi-channel advice line, our FCA regulated Debt Advice Service, and digital tools including My Life and Me, the Budget and Debt Planner and the Single Parent Forum.

The families we work with face some of the deepest and most persisten poverty in Scotland. Around 250,000 children, a quarter of all children in the country, live in a single parent family. Almost a third of these children are growing up in poverty. Over 90% of single parent households are headed by women.

A single parent is usually both the sole carer and the sole earner, so a setback in one part of family life quickly affects the whole household. Our work is shaped by that reality, and by our values of trust, equity, justice, collaboration and compassion. We are an Investors in People Gold employer, committed to being an equal opportunity and family friendly organisation.

About Weave partnership

Weave is a new whole family support partnership, funded through the Scottish Government's Whole Family Support Third Sector Delivery Fund. OPFS is the lead partner and accountable body, working with Relationships Scotland and its member services, Families Outside and Fife Gingerbread. The Scottish Poverty and Inequality Research Unit (SPIRU) will be the learning and evaluation partner.

The partnership is built on a straightforward principle: a single parent family should never have to repeat their story, be passed between disconnected services or be told that someone else deals with that part of their life. Our My Life and Me framework ensures this doesn't happen.

My Life and Me is a strengths based, trauma informed framework, co-designed with 300 single parents and refined through more than 2,000 family interactions. It maps every dimension of a family's life across six connected domains: **money, work and training, home, relationships, children** and **health and wellbeing**.

Whatever door a family comes through, they join the same journey, with one shared plan built around a trusted relationship and what matters most to them. The partnership works through a hub and spoke model across Scotland and prioritises income stability first, so that a family is supported as a whole, rather than in separate parts. This is the 'no wrong door' approach at the centre of the programme.

About the role

The core purpose of the role is to contribute to the organisation's vision of a Scotland in which single parents and their children are valued and treated equally and fairly by supporting the financial management of OPFS by compiling and maintaining accurate records of the financial transactions of OPFS timeously, including payroll, in line with agreed procedures.

Contributing to the OPFS mission of working with and for single parent families, providing support services that enable them to achieve their potential and help create lasting solutions to the poverty and barriers facing many single parents and their children. The Finance Officer will contribute to the work of the finance department in supporting, and working with, all other OPFS staff and services to provide accurate, timely and comprehensive financial information and functions.

Key responsibilities

Specific duties

- Assist in the production of monthly management accounts and tailored departmental reports comparing income and expenditure to budget figures for services and OPFS.
- Participate in regular financial meetings with budget holders, analysing variances, and exploring potential issues and implementing agreed actions as appropriate.
- Track and post bank deposits and payments, working with the Finance Manager to ensure adequate balances are maintained in all OPFS accounts.
- Reconcile bank statements, credit cards, petty cash and control accounts monthly in line with area Managers records.
- Review and assist with the input and maintenance of the purchase and sales ledgers including liaising with the administrative assistant.
- Carry out functions as directed by the Finance Manager in line with OPFS financial information systems, processes and procedures and suggesting any improvements.
- Supply payroll information to service provider, including starters, leavers, contract changes, tax code changes and earnings arrestments, to ensure the accurate processing of the monthly payroll.
- Process and upload monthly Cost of Employment salary and other journals to XERO to ensure that all costs are allocated correctly.
- Process and maintain a record of all ancillary payroll information including Sick, Maternity and Paternity leave, Childcare Vouchers, Bike to Work Scheme and Credit Union for payroll and general finance purposes.
- Calculate and process annual cost of living and incremental pay increases along with OPFS Administration staff.
- To communicate payroll information monthly to the Finance Manager and managers, and other financial information as required.
- To provide a range of financial information as required to inform the budget setting process, grant applications and reports.

Other duties

- Participate in financial audits by preparing financial information required, liaising with the auditors, and working with the administration team to ensure the audit team have access to all information required.
- Deal with enquiries from staff, volunteers, management, and external contacts in person, by telephone or email.

- Monitoring and evaluating financial information systems and suggesting improvements where needed.
- Maintain up to date and comprehensive guidance notes on payroll procedures and ensure that these are being adhered to.
- Contribute to the overall work of the OPFS finance department.
- Any other relevant duties as required by the post.

The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time.

Personal specification

Essential skills and experience

- Recognised finance, accounting, or business study qualification at a minimum of SVQ level 3 or equivalent relevant experience.
- Substantial experience and knowledge of management accounts preparation.
- Working knowledge of full payroll function including manual calculations
- Excellent knowledge of XERO.
- Excellent knowledge of charity accounting, including restricted and unrestricted funds.
- Good IT skills, especially Excel.
- Effective communication and interpersonal skills including the ability to communicate financial information for non-finance staff.
- Excellent time management skills.
- Ability to work on own initiative.

Desirable

- Experience of working in a finance function in the charity sector.
- Recognised financial qualification

Terms & conditions

Application deadline: midnight on 7 December 2026

Confirmation of appointment: Subject to satisfactory completion of a three month probationary period, two references and a successful PVG check.

Salary: £26,640 - £32,560

Hours of work: 35 hours per week.Temporary to 31 June 2027 with possible extension to 2028 dependant on funding.

Holidays: Annual leave entitlement is 25 days and 12 public holidays.

Pension: You will be auto enrolled in our pension scheme with a 3% contribution from you and a 7% contribution from OPFS.

Training, support and supervision: You will receive induction training and frequent support in the first three months. Thereafter, you will receive monthly individual support and supervision and annual appraisals. Regular team meetings will be held and staff have access to internal and external training.

Equal opportunities and family friendly employment: OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors in People Gold status and Living Wage accreditation.