



Finance Administrator APPLICANT INFORMATION PACK

**Frylands Wood Scout Outdoor Centre
Lewisham District Scout Council**

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INTRODUCTION

Thank you for your interest in the above role.

This document does not form part of the terms and conditions but aims to give you more information about the role, its context and an outline of the work you could be involved with.

BACKGROUND

Frylands Wood Scout Outdoor Centre is located in the green belt, on the border of Croydon, Greater London and Tandridge, Surrey. It is a 65-acre estate comprising of mixed woodland and camping fields as well as offering 25 different activities. It has residential buildings that sleep up to 62 people. As well as Scouts and Guides, Frylands Wood is visited by a wide range of youth organisations, schools and colleges plus offers birthday party sessions.

The Centre is also a Calor Gas stockist.

The Centre is managed and operated by Lewisham District Scout Council a registered charity.

Lewisham Scout District consists of 25 Scout Groups and 9 Explorer Units within the London Borough of Lewisham which every week give over 1,000 6–25-year-olds the skills they need for life. The District has a Lead Volunteer & Volunteer Chair of the District Trustee Board.

OUTLINE OF ROLE

- As a member of the Frylands Wood staff team, you'll work closely with the Centre Manager, Deputy Manager, Bookings Co-ordinator & Trustees to provide efficient financial, administrative and clerical support to assist with the smooth running of a busy Outdoor activity Centre.
- You will also provide financial support to Lewisham District Scouts by processing incoming & outgoing payments, plus claiming Gift Aid.
- The role will be based at Frylands Wood Scout Outdoor Centre, but there will be scope to work from home for part of the hours subject to discussion and agreement.
- The role is part time, 20 hours per week, spread over Monday to Friday, between the hours of 9am and 5pm by arrangement with the Centre Manager. There will also be the option to work some hours in the evenings or at weekends if that suits the successful applicant.

APPLICATIONS

Please ensure in your application, that you provide a statement as to why you believe you are suitable for the role and what you believe you could bring to the post.

Ensure you address the points in the person specification.

The closing date for applications is 5 pm on Thursday 12th February 2026

Please send your CV with a covering letter of no more than two sides of A4 explaining why you believe you are a suitable candidate for the position and the experience you would bring to the role, to Barry Goswell, email barry@frylandswood.co.uk

Please mark email as 'Confidential for addressee only'.

We will contact all those that apply to inform is successful or not.

Interviews will be held week commencing Monday 23rd February 2026 at Frylands Wood Scout Outdoor Centre. We will contact those shortlisted after the closing date to confirm the dates & times of the interview.

JOB DESCRIPTION

Job Title: Part-time Finance Administrator	
Date: Feb 2026	Hours per week: 20 - Monday to Friday
Reports to: Centre Manager	Location: Frylands Wood Scout Outdoor Centre/Home working
Number of Job Holders: 1	Direct Reports: 0

Main Responsibilities:

- Input data into the relevant software/web-based systems (Mainly Cinolla, accounting packages [currently QuickBooks], SumUp payments and online banking) and analyse financial data provided through such systems
- Ensure accurate recording of all income and expenditure
- Liaise with any bookkeeping or accountancy services
- Manage utility bills on behalf of the Centre and also Lewisham District Scout Headquarters
- Work closely with the Centre Manager, Deputy Centre Manager and Bookings Coordinator
- Ensure the correct coding of income and expenditure and identify errors in coding.
- Manage payments from clients through the raising of invoices, taking cash or card payments and arranging internal transfers
- Prepare monthly monitoring reports on income, expenditure and Centre usage to be shared with Trustees and Members of the Frylands Wood Management Team
- Alert the Centre Manager and District Chair to any financial problems discovered
- Answer telephone calls and emails from the public and key contacts in a professional and efficient manner
- Handle sensitive and or confidential information in accordance with our GDPR policy.
- Maintain discretion with regards to sensitive business or HR discussions taking place in an office environment
- Follow financial procedures so that best practice is adopted and recommend any suggestions for improvement
- Chase unpaid invoices that appear on our debtors list
- Collate receipts and payments and match accordingly
- Liaise on a regular basis with the District Treasurer to ensure that they are fully aware of the financial situation for the Outdoor Centre and Scout District
- Manage and claim Gift Aid on behalf of the Scout District
- Ensure that the Scout District is VAT compliant

This is not an exhaustive list of duties and may change over time to meet service needs. The post holder will be required to be flexible and undertake other tasks as may be required.

Other Information:

The post holder will be required to hold membership of the Scout Association as a condition of employment.

This will include a satisfactory enhanced DBS check & completing present participle willingness to undertake online mandatory safeguarding and safety training in line with Scout Association policy.

If membership ceases, then employment will be terminated.

PERSON SPECIFICATION

Knowledge, Experience and Skills for the Role:

E: Essential **D: Desirable**

Knowledge	
Have evidence of a good standard of general education including English Language and Maths GCSEs or equivalent level	D
Understanding of The Scout Association	D
Experience	
Experience of working as a Finance officer	E
Experience of working with a business or charity in a finance role	D
Experience of working with volunteers	D
Skills	
Good communication skills, both orally and in writing	E
An ability to provide first-class customer service, handling customers positively and sensitively	E
Ability to work flexibly as part of a team or independently and prioritise and complete tasks without constant supervision	E
Competent IT skills, in particular the Microsoft Office suite and accounting packages	E
Other	
A willingness to accept the policies of The Scout Association including mandatory online training such as, GDPR, safeguarding and safety.	E
A willingness to become a member of The Scout Association and remain a member of the Association. If membership ceases, then employment will be terminated	E

SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT

- Salary is £12.70 per hour paid monthly in arrears by bank transfer
- Part time 20 hours per week Monday to Friday.
 - Exact hours will be discussed with successful candidate, flexible working possible
- 30 days holidays per year plus public holidays.
- Workplace Pension Scheme
- Uniform package provided