



BOWLS SCOTLAND – FULL TIME ADMINISTRATIVE AND FINANCE OFFICER

SALARY: £23,000

TERM: Full Time / Permanent

LOCATION: National Centre for Bowling, Ayr

Bowls Scotland is one of the biggest participation sports in Scotland with 816 clubs and 50,000 members. We are seeking an enthusiastic and organised Administrative and Finance Officer to provide administrative and finance support to the organisation. This is an excellent opportunity to work within an experienced team, where we will support you to grow and develop into the role.

We are looking for a passionate, self-motivated individual who can manage multiple projects or a diverse workload in a fast-paced environment. You must be hard working, motivated, and come with experience of providing administrative and finance support in a previous role. Strong organisational skills, attention to detail, and sound knowledge and experience of online accounting software (SAGE and Xero), Microsoft Office products including Word, Excel, and Outlook and the internet are essential for this role. Experience in customer relationship management systems would be an asset.

Bowls Scotland has a set of values, outlined within our Corporate Strategy and available on our website. We are committed to selecting staff based on their ability to do the job for which they are being recruited. We encourage applications from all sectors of the community.

For an informal discussion please contact Sarah Pryde-Smith, Business Operations Manager on 07841 923 451 or email sarahprydesmith@bowlsscotland.com

To apply, please send your CV, covering letter and equal opportunities monitoring form to info@bowlsscotland.com marked Private and Confidential: Administrative and Finance Officer.

Closing Date for Applications: Midday, Thursday 15th June

Face to Face or Virtual Interviews: Tuesday 20th June