

Finance Administrator: Part-time (up to 10 hours per week)

Pay £25-30 per hour depending on relevant experience

Due to retirement, KYTHE are seeking a part-time finance administrator to provide support to the charity ensuring accurate processing of all transactions and compliance with charity financial regulations.

About KYTHE

KYTHE's mission is to ensure every young person in Kinross-shire is given the opportunities they need to reach their potential. Established in 2013 by the Church of Scotland in Kinross-shire, KYTHE has expanded over the years as an organisation. Our youth work team, supported by a growing team of volunteer and paid staff, now works with around 400 young people annually in a variety of contexts, through open-access youth work and targeted opportunities.

Young people have told us they see KYTHE as a 'second home' where they are respected, where they can develop confidence and take a lead, where they can have fun with their pals and where they can explore life and faith (if they choose to). Every young person coming through our door is valued as an individual.

As a charity we are funded mainly through grant application funding, although we do receive an annual award from Perth & Kinross Council and The Gannochy Trust for Universal Youth Work and have several regular individual donors.

The Role

To provide accurate, timely and confidential accounting support for the charity, ensuring that day-to-day financial transactions are properly recorded, reconciled and reported. The postholder will help maintain sound financial controls and support compliance with relevant charity accounting and regulatory requirements. They will report into the Core Management Team (CMT) and will work closely with the treasurer, other trustees, independent examiner and budget holders as required.

What we're looking for:

- A team player with an accounting or bookkeeping qualification.
- Experience of accounts administration, bookkeeping or finance support.
- Good working knowledge of accounting software and Microsoft Office, especially Teams and Excel.
- Strong numerical skills with excellent attention to detail and accuracy.
- Ability to organise workload, meet deadlines, and manage competing priorities.
- Ability to handle confidential information with discretion.
- Good communication skills and the ability to work effectively with colleagues, trustees, and external contacts.
- Understanding of basic financial controls and reconciliations.

Why join KYTHE

Based in the semi-rural town of Kinross, KYTHE has established links with local churches, the high school and primary schools, community and professional groups. Being a small independent charity, we work flexibly to deliver often bespoke activities to the young people of Kinross-shire, including Mobile KYTHE and outreach to the surrounding areas including Crook of Devon and Oudenarde.

The community values KYTHE and its work, and the young people themselves are quick to support it, some recently stating “I love it. KYTHE’s my second home.”

You’ll be joining a small team doing big things for the local young people and would be the key financial person on a day-to-day basis for the team to rely on.

Application notes

Applications should comprise of:

- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal statement, outlining your skills, experiences and personal qualities match the requirements of the role outlined in the job description.
- Please provide two referees contact details applicable to this post.

References will not be contacted until later in the process.

Application and attachments should be sent to comms@kythe.org.uk

Informal enquiries can be made to the current finance administrator, on treasurer@kythe.org.uk

Closing Date: Friday 4th September 2026 at 5pm

Interviews: Week commencing Monday 7th September 2026