



Cyber and Fraud Centre Scotland

Job Description

Job title: Finance Officer

The Role

The Based at our office in Rutland Square, Edinburgh you will work closely with our senior management team and wider team to provide comprehensive financial support.

The purpose of this role is to provide an efficient and effective accounting support function to both the Cyber and Fraud Centre and Cyber and Fraud Hub.

Key responsibilities

Financial Management

- Oversee all financial operations, including processing, supplier invoices, receipts, payments, expenses, credit card reconciliation, bank postings and reconciliations.
- Managing any grant claims.
- Reconcile bank statements and monitor organisations cash flow and maintaining accurate financial records and ledgers on company systems.
- Prepare VAT returns.
- Journal entries.
- Handle supplier and customer queries.
- Support budgeting and financial forecasting.

Reporting

- Prepare monthly and quarterly financial reports, ensuring timely and accurate reporting to management.
- Month end and year end reporting.

Budgeting

- Assist in the preparation of budgets and forecasts, monitoring expenditures and ensuring adherence to financial plans.

Compliance

- Ensure compliance with financial regulations and internal policies, preparing for audits.
- Maintain confidentiality.

Collaboration

- Work closely with other departments to support financial planning and decision-making processes, providing insights based on financial data analysis.
- Liaise with external accountants as needed.

Any other duties as required.

More information

Send an up-to-date CV and cover letter setting out your suitability for the role to Kara.McLaughlin@cyberfraudcentre.com. Application deadline: 5pm 16th September 2025.

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