

**MG**



**ALBA**

**RECRUITMENT PACK**

# CONTENTS

WELCOME MESSAGE	3
OUR WORLD	4
OUR VALUES	5
JOB DESCRIPTION	6
ADVERTISEMENT AND INSTRUCTIONS FOR APPLICATION	9



## **A word from our Chief Executive...**

We are seeking a **Finance Trainee** (24-month fixed-term contract) to join our team in Stornoway.

As our Finance Trainee, you will play a key role in our busy and supportive Finance, HR & Assurance function, helping to keep everything running smoothly behind the scenes.

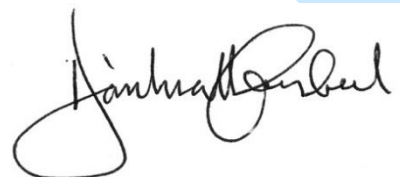
You will gain hands-on experience in a varied finance role while working towards a qualification and building a strong foundation for a career in finance.

It is an exciting time to be part of something worthwhile and, if you have the right skills and attitude to make a difference, we would like to hear from you.

Within this pack you will find the job description, job advert and instructions for application.

If you have any disability, access, or inclusion requirements, please let us know. Our team will be happy to make any reasonable adjustments you need to take part fully in the recruitment process.

We look forward to receiving your application.



**Dòmhnall Caimbeul**  
**18/05/2026**



MG ✦  
ALBA

GAELIC FOR EVERYONE  
WHEREVER YOU ARE

BBC ✦ ALBA

FILMG ▶

Learn  
Gaelic

Speak  
Gaelic



# OUR VALUES

## CREATIVITY

We enable the creation of high-quality Gaelic content.

## AUDIENCE

We are informed and inspired by our audience.

## AMBITION

We strive for and deliver excellence.

## PARTNERSHIP

We achieve through collaboration.

## RESPECT

We listen; we encourage; we are fair.

## Finance Trainee

<b>Job Title</b>	<b>Finance Trainee</b>	<b>Grade</b>	<b>A4</b>	<b>Weekly Hours</b>	<b>37</b>
------------------	------------------------	--------------	-----------	---------------------	-----------

**Location**                    **Stornoway**

**Salary Range**            **£25,292 - £28,438**

**Accountable to**        **Accountant**

**Working Relationships**    **Internally** – Post holder is a key member of the finance team, liaising with all departments

**Externally** – Suppliers, customers and occasionally funders and other stakeholders

**Objectives**

- Gain valuable experience in effective financial administration
- Support accurate and timely financial processing
- Assist with financial reporting, policy compliance and audits
- Develop knowledge of Accounting, Business and Finance
- Complete programme of study and achieve AAT Level 2 Certificate in Accounting (SCQF Level 6)

**Key Results**

- Transactions processed accurately and within required timelines
- Purchase and sales ledgers maintained accurately
- Financial records and documentation maintained in a consistent, accessible format
- Strong compliance with financial policies and confidentiality standards
- Positive and professional relationships with suppliers and stakeholders
- Demonstrated progress in training objectives and workplace skills
- Achievement of AAT Level 2 Certificate in Accounting (SCQF Level 6) within specific predetermined timescales

**Key Tasks**

- Process invoices, payments, and financial documentation
- Maintain purchase ledger and sales ledger records
- Process bank payments for approval within delegated authority levels
- Extract, organise and prepare data for reporting purposes
- Maintain accurate filing systems, records and correspondence
- Liaise with colleagues to make approved travel and accommodation bookings
- Support HR and procurement processes
- Collate information and documentation for internal and external audits
- Carry out administrative duties (filing, record management, shredding)
- Communicate with suppliers and external stakeholders professionally and promptly
- Adhere to organisational financial procedures, policies and confidentiality standards

- Follow agreed training plans and commit to continuous professional development
- Practice workplace and communication skills (including the use of Gaelic in the office)

## **Core Skills**

**The post holder should possess the following skill sets and competencies:**

### **Essential**

### **Desirable**

#### **Qualifications / Experience**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• National 5 Maths and English</li> <li>• Interest in Accountancy or Finance as a career</li> </ul> | <ul style="list-style-type: none"> <li>• Any previous part-time, placement or voluntary experience, especially in an office environment</li> <li>• Higher-Grade Maths C or above, Higher-Grade English C</li> </ul> |
|--|---|

#### **Knowledge**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Comfortable level of numeracy and literacy skills</li> <li>• Good attention to detail and awareness of the importance of accuracy, confidentiality and compliance within a business environment</li> </ul> | <ul style="list-style-type: none"> <li>• Basic understanding of accounting principles (e.g. accruals, reconciliations)</li> </ul> |
|---|---|

#### **Skills**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Confidence with IT and Microsoft Office</li> <li>• Good organisational and planning skills</li> <li>• Good communication skills</li> <li>• Ability to build and maintain first-class working relationships with colleagues and external stakeholders</li> <li>• Ability to prioritise workload, work to tight deadlines and work calmly under pressure</li> <li>• Ability to use initiative and work unsupervised.</li> <li>• Ability to follow instructions accurately and ask questions when unsure</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of Xero or similar accounting software (training will be provided)</li> <li>• Basic Excel skills (e.g. simple formulae, formatting, data entry)</li> <li>• Ability to problem solve, actively seek solutions and/or escalate issues as appropriate</li> </ul> |
|---|--|

#### **Language Requirements**

**Gaelic Level A1 [FICE](#)**  
(Speaks Gaelic at level A1 or higher)

**Behavioural**

- Genuine interest in Finance and Business
- Methodical approach to work and strong attention to detail
- Ability to maintain the highest levels of discretion and confidentiality
- Willingness to be flexible and adaptable
- Integrity & reliability
- Willingness to support team members and contribute to a positive team environment
- Desire to progress and further career
- Awareness of others' perspectives, adapting behaviour and communication appropriately to different people and situations

**Duration:****Fixed Term 24 Months**

## Advert

Thig còmhla rinn / Join us! We are recruiting!

As our **Finance Trainee**, you will play a key role in our busy and supportive Finance, HR & Assurance function, helping to keep everything running smoothly behind the scenes. This is an opportunity to gain hands-on experience in a varied finance role while developing your skills, working towards a qualification and building a strong foundation for a career in finance. Working closely with our Accountant and the wider team, you'll be an important contributor towards day-to-day operations.

You will be joining an organisation right at the heart of Gaelic media, helping us grow and connect with audiences in meaningful ways.

No two days are the same – from processing invoices and payments to helping with procurement, you'll be involved in a wide range of financial and administrative tasks. You'll be part of a friendly, dynamic and collaborative team that communicates well, supports each other and aims to deliver work accurately and efficiently.

To be successful in this role, you will possess strong attention to detail, good organisational skills, confidence with numbers and IT, and a willingness to learn and develop. You will be a proactive, reliable team player with a positive attitude, who enjoys working with others and takes pride in doing a job well.

Alongside a competitive salary, you'll also have access to a range of benefits, which include:

- Contributory pension scheme – 10% Employer contributions, additional 5% if matched.
- 31 days annual leave + 6 days public holidays (pro rata)
- Gym membership opportunities
- Family-friendly & flexible working practices
- Cycle to Work Scheme
- Working for an employer who has been awarded Investors in People (Gold), We Invest in Wellbeing (Standard) and Investors in Young People (Gold)

Closing Date for applicants **Monday 1<sup>st</sup> June 2026, 5pm**, late applicants will not be accepted.

### **Instructions for Application:**

Please send your CV and covering letter to [hr@mgalba.com](mailto:hr@mgalba.com) explaining why you should be considered and your understanding of how you can successfully fulfil the position. We also welcome applications in alternative creative formats, including video submissions.

**Interested in starting a career in finance within the TV industry and using your Gaelic? Get in touch for an informal chat - we would love to tell you more.**

**MG**



**ALBA**

**MÒRAN TAING!**

