Job Description

Job Title:	**Trust Bookkeeper**
Location:	**SFCT, Wildside Centre, Whitebridge**
Reports To:	**Chief Executive Officer**

Job Purpose:

To maintain accurate financial records for the Trust by ensuring that financial transactions are properly recorded, categorised, and reconciled, thus providing the foundation for financial reporting and decision-making and contributing to the efficient operation of the Trust and our community services, projects and activities.

Key Responsibilities:

1. Financial Recordkeeping

- Record all income, expenses, purchases, sales, receipts, and payments.
- Maintain the general ledger and ensure entries follow process and relevant standards.

2. Accounts Payable

- Verify and process supplier invoices.
- Schedule and issue payments.
- Reconcile supplier statements to prevent errors or duplicate payments.

3. Accounts Receivable

- Generate and send customer invoices.
- Track outstanding payments and follow up on overdue accounts.
- Support credit control processes.

4. Bank Reconciliation

- Compare internal records with bank statements.
- Identify and correct discrepancies or unauthorised transactions.

5. Payroll Processing

- Calculate wages, overtime, deductions, and taxes.
- Ensure timely and accurate employee payments.
- Prepare payroll reports and support compliance.

6. Other

- To undertake other relevant tasks as requested by the Board or CEO from time to time.

Qualifications, Skills and Experience

Whilst no formal qualifications are required, previous experience of working as a bookkeeper or as an Accounting Assistant, especially in a community trust or similar non-profit setting using the same or similar financial applications, is required along with the following skills and attributes:

- Strong attention to detail and organisational skills.
- Proficiency in accounting software (e.g., Xero, QuickBooks, Sage).
- Proficiency in Microsoft (e.g. Word, Excel, Teams).
- Understanding of accounting principles, previous experience with managing funding streams and reporting to grant providers is desirable.
- Ability to liaise with directors, colleagues, and other stakeholders.