Bookkeeper

Reference: **BK-26**
Salary: **£30880 pro rata based on hours**
Job Type: **Permanent**
Part-time – 15 hours per week

Closing Date: **07/12/2026 23:59 p.m.**

We are currently recruiting a part-time (15 hours per week) Bookkeeper to join our small team, based in the Wildside Centre in Whitebridge, Inverness.

We are looking for a suitably qualified Bookkeeper to assist maintaining the Trust's finances by ensuring records are accurate, up to date, and compliant with relevant regulations. Working closely with the Trust's Finance Manager, the Bookkeeper will play an integral role in supporting financial reporting and decision making. A strong eye for detail, excellent organisational skills and the ability to manage multiple financial processes are essential for this role.

In addition to having a professional, friendly and dynamic nature, you will need excellent communication skills both face to face and electronic as well as flexibility and adaptability to meet evolving needs. Good team working skills are essential as you may be operating remotely from your manager and other members of the Team.

Although the Team is based in Whitebridge, we can accommodate the role as either remote, hybrid or at Whitebridge. The contracted hours of work will not, normally, involve evening or weekend working.

To apply, please send a current CV and a supporting statement, outlining how you meet the required skills and competences from the job description, to admin@sfctrust.org.uk by the closing date: 23:59hrs on 7th December 2026.

Interviews: to be held on 14th and 15th December 2026 and applicants shortlisted for interview will be advised by 8th December 2026. Please note that feedback can only be provided to applicants who reach the interview stage.

This post will be subject to a Basic Disclosure check.

SFCT is working towards being an equal opportunities employer and welcomes applications from all members of the community, irrespective of age; disability; gender reassignment; pregnancy and maternity; race; religion and belief; sex and sexual orientation, marriage and civil partnership status.

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Attached: Bookkeeper JD June 2026
Links to:
SFCT Website: www.stratherrickcommunity.org.uk