

## STRATHERRICK AND FOYERS COMMUNITY TRUST

Contract Role: **Bookkeeper**

Accountable to: **Finance Officer**

Responsible to: Stratherrick and Foyers Community Trust

Salary: £15 per hour

Hours of work: up to 15 hours per week

Location: Wildside Centre, Whitebridge IV2 3UN

Notice period: This contract may be ended for any reason by each party giving 30 days' notice.

Stratherrick & Foyers require an experienced Bookkeeper to come and work for them approximately 15 hours per week. The role can be home based with occasional visits to our office at Whitebridge. Experience of QuickBooks would be an advantage, but training can be given.

### KEY TASKS

#### **Job Duties and Accountabilities**

1. Process accounts receivable/payable and arranging online authorisations for payments.
2. Assist in the preparation and monitoring of budgets.
3. Ensures the Board's financial policies are being followed.
4. Ensure that proper records are kept, and that effective financial procedures and controls are in place.
5. Liaise with Trust external accountants concerning payroll matters.
6. Prepare data for upload/Payment to Pension Providers
7. Ensure complete confidentiality of all Trust documentation.
8. Back up all digital material.
9. Assist the Finance Officer to complete Management/Annual Accounts
10. Assist the Finance Officer with ad hoc task as required

### **Required Skills and Competencies**

#### **Essential**

- Ability to plan, prioritise and organise work activities.
- Logical and diligent with attention to detail.
- Confident user of MS Office software packages.
- Good knowledge and understanding of budgets and finance.
- Appropriate IT skills.
- Proven knowledge of bookkeeping.
- Good financial analysis skills.
- Ability to communicate clearly both orally and in written format.

#### **Desirable**

- Knowledge and experience of working with the public, private and voluntary sectors.
- Understand of community development trusts or similar types of organisations.

#### **Qualifications Required**

Experienced bookkeepers/administrators and those qualified by experience.

If you would like further information or an informal discussion about the role, please contact:  
Marie Keenan at [financeofficer@sfctrust.org.uk](mailto:financeofficer@sfctrust.org.uk)