

JOB DESCRIPTION

Job Title	Part-time Book Keeper
Hours	2.5 days (17.5 hours) per week
Salary Range	£21,000-£24,000 per annum pro rata (subject to experience)
Holidays	24 days annual leave plus 14 days public holidays pro rata
Pension	Automatic Enrolment into a NEST Pension Scheme

As an experienced Book Keeper with proven track record, you will be responsible for the day to day administration of finance in relation to the Trust and its projects.

It is essential that you are IT literate and have experience of Sage Line 50, Sage Payroll, Accounts and Microsoft Office applications. As part of a small staff team you should be able to work with minimal supervision and possess a flexible attitude regarding whatever presents itself from day-to-day. Knowledge of historic buildings and built heritage is not essential, but an interest in this field would be useful.

Office hours are usually 9am - 5pm Monday to Friday with one hour for lunch. The work pattern of the successful applicant will be negotiated but must facilitate the smooth running Trust and its financial operations. Occasional evening work may be required to attend Board meetings which are held monthly and the Trust AGM each November.

Reporting to the Staff Director, Trust accountants and Board of Directors you will have the following Core duties

- Preparation and posting of sales invoices
- Posting of Purchase invoices and monthly supplier reconciliations
- Processing of bank receipts and payments together with the preparation of monthly bank reconciliations
- Reconciliation of monthly rental statements from managing agent
- Processing of monthly payroll together with appropriate submissions to HMRC and pension provider
- Preparation of reports for monthly Vat returns

Other duties include:

Trust Finance

- Assisting with the day-to-day accounting using SAGE Instant Accounts
- Processing payments using the Trust's Internet Banking System
- Depositing receipts at the Trust's bank
- Management of petty cash
- Preparation of monthly bank reconciliations
- Assisting with sales and purchase ledgers including for the two investment properties owned
- Assisting with management accounts and financial reporting
- Preparation of schedules for year-end audit with support from the Trust accountants
- Assisting with organisation of the AGM, in liaison with the staff team and Director, in November, to include the issuing of the relevant notices and papers
- Other finance/accounts related tasks, as required



JOB DESCRIPTION

Project Finance

- Assisting with the financial control and reporting for projects
- Processing claims for grants and submission of relevant invoices
- Occasional assistance with Glasgow Doors Open Day festival, held in September each year

Trust Administration

- Word processing of documents/letters (Microsoft Office Word 2007)
- Maintenance of finance filing
- Administration of Trust Membership subscriptions
- Assisting the staff team with the preparation of the Annual Report
- Management/ordering of office supplies/ equipment
- Other general administration duties as required i.e. dealing with telephone enquiries

Key Skills Required

- General bookkeeping and accounting
- Financial control
- IT knowledge and competence
- Knowledge of accounts including year end processes, statutory accounts and double entry journals
- Understanding of banking processes
- Accounting systems and procedures
- Office management
- Communication skills
- Attention to detail
- Organisation skills
- Ability to work as part of a small team

The post will commence upon receipt of two suitable references and will be subject to a 3 month probationary period.