

STRATHERRICK AND FOYERS COMMUNITY TRUST

Contract Role: **Finance Officer**

Accountable to: **Trust Manager**

Responsible to: Stratherrick and Foyers Community Trust

Salary: £20 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/Finance Administrator 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. Assist in the preparation and monitoring of budgets and forecasts.
2. Prepare Management accounts.
3. Prepare Annual Returns for Funders.
4. Work with External Accountants to complete Annual Accounts
5. Manage and monitor cash flow.
6. Ensures the Board's financial policies are being followed.
7. Maintain all bank accounts to ensure that proper records are kept, and that effective financial procedures and controls are in place.
8. Oversee all financial transactions and provide cover for bookkeeper during leave; in arranging payments to creditors and arranging online authorisations for payments.
9. Prepare monthly bank reconciliations.
10. Liaise with Trust external accountants concerning payroll matters.
11. Liaise with Trust Financial Advisors concerning investments.
12. Attending Trust meetings
13. Ensure complete confidentiality of all Trust documentation.
14. Back up all digital material.

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 and financial management.
- 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.
- An understanding of capital gains tax on investments.

Qualifications Required

We would prefer our Finance Officer to be a qualified accountant but will consider applications from 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