

Finance Officer – 5 hours per week, based at the Water of Leith Visitor Centre, Edinburgh.

The Water of Leith Conservation Trust is looking for an experienced part-time bookkeeper with professional manner to join our small team. The applicant must be proficient in Quickbooks and MS Office 365, have a good attention to detail and be reliable and trustworthy.

Please apply with a CV and cover letter by 22nd May 2023. We hope to hold interviews on Friday 26th May. Submit applications to admin@waterofleith.org.uk

ROLE DESCRIPTION

TITLE: Finance Officer

SALARY: Grade 4 £22,000 to £27,500 pro rata

HOURS: 5 hours per week – flexible.

CONTRACT TYPE: Permanent

LOCATION: Water of Leith Visitor Centre, occasional hybrid working could be considered.

RESPONSIBLE TO: Trust Manager

RESPONSIBLE FOR: Daily accounts management and bookkeeping of the Trust

JOB SUMMARY:

To ensure the smooth operation of the Trust's bookkeeping and accounts management systems, working within robust financial controls and processes. Support the Trust Manager with preparation of quarterly and year end accounts.

MAIN DUTIES:

- Preparation of invoices/receipts in Quickbooks
- Preparation and deposit of Cash banking
- Update booking system spreadsheets with relevant invoice codes and payments.
- Reconciliation of daily income and expenditure in Quickbooks
- Prepare and issue quarterly statements
- Assist with Preparation Year End tasks
- Assist when required with the Budgeting and Forecasting process

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications		
A good general level of education to Higher / A level	x	
Qualification / degree in related field		x
Experience		
Experience in bookkeeping and/or accounting role	x	
Record keeping and cash handling	x	
Experience of cloud-based financial packages	x	
Experience of handling sensitive information and keep confidentiality		x
Effective management of administration systems	x	
Working in the voluntary or charity sector		x
Skills		
Microsoft Office packages	x	
Working with Accountancy packages - Quickbooks		x
Analytical and organisational skills	x	
Knowledge		
Understanding of accountancy processes and reporting		x
Understanding of charity compliance and governance.		x