



Book-keeper

Within the vision, mission and overall aims of the STAR Project, to be accountable for delivering an accurate trail of company spending

Accountable to: Chief Executive

Hours: 6 hours per week (hybrid and flexible)

Key responsibilities:

The Bookkeeper is responsible for a variety of activities that includes:

Implementing and maintaining effective financial processes and records

- Managing banking and cash handling within FSCS limits
- Maintaining signatory information
- Liaising with payroll provider, ensuring accuracy around salaries, pensions, employees etc
- Maintaining accounts via QuickBooks
- Providing management accounts and budget reports as required
- Managing client invoices & payments
- Maintaining sales and purchase ledger, and authorisation procedures
- Reconciling petty cash, statements, invoices and payments
- Liaising with clients, suppliers and banking contacts
- Working closely with accountants
- Managing team reimbursement and expense claims
- Liaising with Administrator, and the wider team, as required
- Submitting annual Gift Aid return
- Processing new employee paperwork
- Managing retention limits, filing, archiving and security of relevant documentation

Any other reasonable duties as directed by the Chief Executive

Person Specification

Demonstrable experience working in charity finance

Comprehensive knowledge and experience utilising QuickBooks

Relevant qualifications desirable

Cash handling experience

Professional regard for reporting and accountability

Good ability to understand accountancy terms and translate these for non-accountants

Excellent communication and organisational skills

Ability to take initiative and work independently

Effective diary management

Good ability to relate to a variety of customers, suppliers and partners

Benefits and Terms

£27,475 per annum (6 hours per week = £4,710 pro rata). Increases annually.

Employer pension contribution of 4% to a stakeholder scheme or appropriate equivalent.

Flexible and hybrid working pattern (to be agreed).

5 weeks annual leave entitlement (of usual working week) plus public holidays.

Family friendly policies/conditions – we recognise the importance of a healthy work/life balance.

Westfield Health plan offering wellbeing support, perks and discounts.

Opportunities for professional and personal development.

Free and accessible sanitary products.

Access to subsidised food/essentials through Pantry Plus.

This post is permanent, but is subject to a successful 3 month probation period. A pay increase is awarded annually. Please also note that appointment to this post will be subject to receipt of a satisfactory references.

STAR Project is a registered Scottish Charity (No. SC028133). Company No. 201464

Chief Executive: Sharon McAulay

Chairperson: Joe Ferrie