

<b>Job Title:</b>	Bookkeeper
<b>Organisation:</b>	The Larder West Lothian
<b>Reports to:</b>	Finance Manager
<b>Salary:</b>	£24,629 to £26,135 pro rata
<b>Location:</b>	Remote Working with some in person meetings
<b>Contract:</b>	Part Time Minimum 15 hours - Maximum 21 hours per week (flexible on a monthly basis). The Larder is able to consider a range of employment status options, including employee, sole trader or company service provider. Preferred options will be discussed at interview.

### **Summary and main purpose of role:**

The Larder's vision is for a Scotland where everyone has the opportunity to reach their full potential regardless of the start that they have had in life. We use our social enterprise to enable young people, who have multiple complex barriers to reaching their full potential, to engage in learning that meets their needs and aspirations. We are a successful and expanding social enterprise with a passion and drive for high quality modern food to be available to all.

We have a new and exciting post for an experienced Finance Officer who has an understanding and passion for social enterprise as a means to creating more equitable communities and a fairer Scotland. We are keen to speak to people who can commit to living our values on a daily basis and promoting equality, diversity and compassion throughout the organisation.

This is a new post which will require a level of flexibility, depending on the needs of the business. We are looking for someone who is highly skilled in book keeping and QuickBooks within a charity or social enterprise. We require someone who can work independently from home with a few in person meetings each month.

You will be able to use the full range of tools within QuickBooks to ensure that input processes are accurate and completed on time. Overall you will be responsible for maintaining financial records, contributing to the monthly salary run, pension and HMRC return and contributing to the financial health of the company. You will prepare financial statements for review by the company's Finance Manager, will be able to work independently and manage time well. We are a flexible employer and offer a range of flexible working conditions to encourage equality of opportunity in the workplace. We offer opportunities for continuous professional development and working from home is currently predominant with very little view of that changing for this post.

This post is central in supporting the return of our trading income and will require an understanding of and ability to manage a complex set of accounts with multiple income streams. Knowledge of charitable accounting is essential and experience of social enterprise is desirable.

As a member of The Larder team you will be reliable, enthusiastic and capable of positive interaction with all stakeholders and colleagues and remain consistent with our company ethos and focus. We are a small organisation and you must be able to connect with the wider team and contribute to all aspects of the business.

The Larder is a Real Living Wage employer and believes in a work place that is committed to supporting the health and wellbeing of all of its staff. We are committed to personal development for all staff and to the whole team being able to reach their full potential both in their professional and personal lives.

### **Main duties and responsibilities:**

- Operating all functions within QuickBooks to ensure efficient and accurate recording of all financial transactions
- Completing all month end processes including, payroll, HMRC and pension reporting and payments
- Maintaining nominal code records according to The Larder system
- Managing regular financial transactions include purchase and sales invoice, credit card processing
- Maintain bank records and carry out bank reconciliation.
- Process and maintain staff expenses claims, monthly wages and pension and to ensure compliance with auto enrolment, tax and audit regulation.
- Implement and manage system changes to improve financial systems
- To update and maintain supplier, funder and contract records in line with audit requirements.
- Maintain finance archive documents and records to comply with contracts and GDPR.
- Additional bookkeeping duties as designated by management
- To produce ad-hoc, monthly, quarterly and yearly finance reports to CEO, board and funders, including management accounts and cash flow.
- Ensure the production of complete and accurate financial accounts to trial balance.
- To prepare and liaise with auditors in relation to annual audit, and to ensure compliance with HMRC.
- To prepare and file online VAT returns

### **Managing Self:**

- Time manage self and be able to balance conflicting demands and tight deadlines
- Work with the Operations Manager to put in place a CPD plan. Take ownership of the CPD plan and ensure that it is implemented and regularly reviewed
- Work closely with colleagues to ensure full use of available skill sets
- Develop personal networks and ensure that key members of this network are aware of the benefits of networking with The Larder.
- Undertake other duties that may be required to ensure effective and efficient operation of the centre.

This role will involve engagement of, supervising, working with and/or being in sole charge of children and young people. The successful applicant will therefore be required to apply for a disclosure. A disclosure is an impartial and confidential document that details an individual's criminal record and where appropriate gives details of those who are banned from working with children.

### **Standard Responsibilities for all positions in The Larder:**

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post.
- Comply with all Larder policies and procedures

- The Larder is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and promote this commitment.

### Benefits Include:

- Company pension contribution of 3% (currently under review)
- 29 days' annual leave (pro rata for part time staff)
- 2 staff wellbeing days each year
- Access to company health and wellbeing support
- Commitment to continued professional development

## Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications &amp; Training:</b>			
Financial Qualification		✓	Application Form and Interview
Educated to degree level		✓	Application Form and Interview
<b>Experience</b>			
Experience of QuickBooks accounts system. Direct experience of cash handling, banking, and online banking	✓		Application Form and Interview
At least three years' experience in a similar financial role.	✓		Application Form and Interview
Experience of working in a busy finance environment	✓		Application Form and Interview
Writing and supporting fundraising activities		✓	Application Form and Interview
Experience of working collaboratively and in partnership with individuals, groups, organisations and stakeholders internally and externally	✓		Application Form and Interview

	Essential	Desirable	Method of assessment
Excellent MS Office 365 suite skills, in particular MS Excel	✓		Application Form and Interview
Working in a social enterprise and driving social change		✓	Application Form and Interview
Experience of financial reporting, including cash flow reporting and budget management	✓		Application Form and Interview
Leading on the preparation and filing of online VAT Return.	✓		Application Form and Interview
Contributing to the preparation and process of annual audit.	✓		Application Form and Interview
Experience of managing own workload, reacting to changing circumstances, prioritisation and meeting deadlines.	✓		Application Form and Interview
<b>Skills and Knowledge:</b>			
GDPR and relevant financial compliance.	✓		Application Form and Interview
Knowledge of SORP accounting	✓		Application Form and Interview
Excellent planning, with finance and good administrative skills.	✓		Application Form and Interview
Knowledge of Making Tax Digital system and of VAT system.	✓		Application Form and Interview
Knowledge of accounting practices and principles	✓		Application Form and Interview

	Essential	Desirable	Method of assessment
Excellent attention to detail and accuracy.	✓		Application Form and Interview
Strong ethics, with an ability to manage confidential data.	✓		Application Form and Interview
<b>Attributes / Other Requirements:</b>			Application Form and Interview
Approachable and supportive.	✓		Application Form and Interview
Non-traditional in style (looking for laid-back but driven to do well) Absolutely must connect with the organisation and be passionate for the cause.	✓		Application Form and Interview
Team-player who is focused on goals of the organisation and being part of the success.	✓		Application Form and Interview