



# Bookkeeper

£27,686 - 34,569 pro rata

Edinburgh, Head office

**One day per week (7 hours) - with potential to increase to 2 days subject to funding**

**Location:** Central Edinburgh office (subject to COVID restrictions) with flexibility for hybrid working.

**Reporting to:** Head of Operations

**Responsible for:** N/A

**Hours:** 7 hours per week (equivalent to 1 day which could be worked as two half days).

This post may require some work out of office hours, including weekends, for which time off in lieu will be granted. There will be no payment of overtime.

**Duration:** Permanent

**Salary:** £27,686 - £34,569 pro rata (based on a 35 hour week)  
New employees typically start at the bottom of the salary range but there is some limited flexibility on this, depending on experience.

**Other:** You will receive 28 days annual leave plus 11 days statutory holidays pro rata. Friends of the Earth Scotland operates a Company Pension Plan with NEST. FoES pension benefits exceed the statutory minimum.

To download an application form please go to [www.foe.scot/jobs](http://www.foe.scot/jobs)

**Closing date: 20.09.2022 at midday**

**Interview date: 04.10.2022**

Please note we do not accept CVs as part of a job application.

## **About this role**

Friends of the Earth Scotland is seeking a new Bookkeeper to join the team. Working closely with the Head of Operations and the Membership and Finance Officer, you will ensure an efficient and timely running of the finance administration.

You will play a key role in ensuring our organisational objectives and requirements are met by maintaining financial records, preparing VAT returns, and providing an overview of the financial health of the charity. You will be proficient in MS Excel and one of your main roles will be to prepare financial statements for review by the Head of Operations and the external accountant.

## **About Friends of the Earth Scotland (FoES)**

Friends of the Earth Scotland is Scotland's leading environmental campaigning group, working to help people in Scotland look after the planet for everyone's future.

We are part of Friends of the Earth International, the world's largest grassroots environmental network, with groups in 73 countries. We think globally, and act in Scotland, delivering solutions to climate change and other environmental problems, by enabling and empowering people to take individual and collective action.

From stopping dirty fossil fuels and campaigning for a just transition, to reimagining our economy and our places, we are making a real difference.

- We are committed to democracy, accountability and equality
- We strive to work with communities in our campaigning for positive change
- Our work will always be based on objective evidence and a long-term, global perspective
- We believe that everyone has an equal right to a healthy environment and a fair share in the world's resources.

We have 23 staff and 12 local groups, and are based in central Edinburgh.

## **What we are looking for**

Below is a list of key responsibilities and a person specification outlining the attributes, knowledge and experience we are looking for in candidates for this role.

### **Key Responsibilities**

- General running of the Finance Office and maintaining efficient and accurate nominal, sales and purchase ledgers on VT Accounting
- To support the preparation of the finance records for audit, annually and biannually
- Ensure that appropriate payments are processed to all suppliers on the Purchase Ledger and reconcile individual accounts to suppliers' statements
- Pay regular bills
- Produce and process sales invoices to be sent out as required
- Compile and maintain accurate and timely records of all income
- Carry out regular bank account and credit card reconciliation
- Regular safe counts, cash floats and cash deposits taken to the bank
- Process journals for depreciation, payroll, accruals and prepayments and any other regular journals
- Apportion overheads and salary costs across a number of funding streams / departments
- Produce finance reports for grant reporting as required
- Produce monthly management accounts in Excel based on VT
- Preparation and submission of quarterly VAT return
- To support the Head of Operations in maintaining the Fixed Asset Register
- Meet Head of Operations each month to discuss the management accounts and make changes as necessary
- Support the external accountant with information as required during audits
- Support the annual budget and forecasting process
- Contributing to the smooth running of the FoES office, undertaking additional organisational activities as requested.

### **Skills and Experience**

The ideal candidate will be a reliable, motivated and enthusiastic individual, committed to achieving high standards with a flexible approach. They will be capable of working on their own initiative and as a part of a team and can demonstrate:

- Minimum of 4 years bookkeeping experience including knowledge of partial exemption VAT
- Experience of using commercial bookkeeping software (e.g. VT)
- Excellent IT skills across various applications including Microsoft office and especially skilled in MS Excel (e.g. use of formulae, macros, IF statements, Vlookup, VBA)
- Experience of supporting annual budgeting and forecasting processes

- Methodical and organised with ability to work accurately under pressure
- High level of accuracy and attention to detail
- Capable of handling sensitive financial information with discretion
- Have the ability to manage own workload and meet deadlines
- Customer service skills and a friendly and approachable manner

#### Desirable

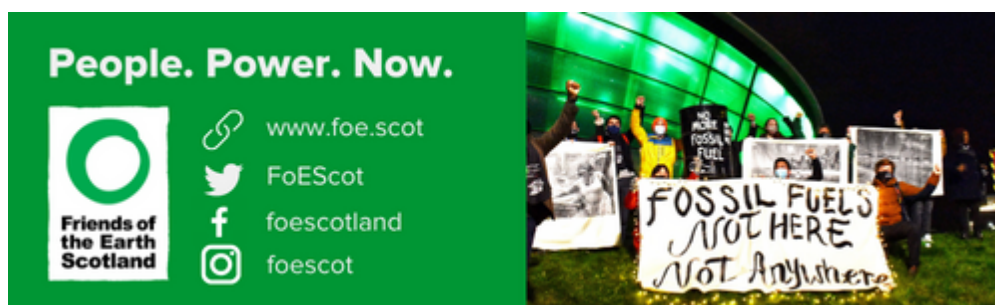
- Experience of running payroll and company pension administration
- Experience of grant reporting
- Good understanding of GDPR
- Experience of working in a resource constrained charity

#### Equal Opportunities

We would particularly like to encourage applications from people of colour and people most impacted by climate change or impacted by other kinds of environmental, social, and economic injustice who are currently under-represented in the climate and environmental movements in the UK.

The successful candidate will be selected on the basis of how well they fit the person specification, as judged by their application and interview. Where two or more candidates are judged to be of equal merit, priority may be given to a BAME or migrant candidate as these groups are currently under-represented in the climate and environmental movements in the UK.

We are required by law to ensure that all employees are entitled to work in the UK. We cannot consider applications from people who do not already have the right to work in the UK. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation.



Our vision is of a world where everyone can enjoy a healthy environment and a fair share of the earth's resources.

Friends of the Earth Scotland is an independent registered Scottish charity (SC003442).