

## FETLAR DEVELOPMENTS LTD

Job Title: Book-keeper

Salary: 7 Hours per week, £15 per hour.

Fixed term contract – Starting 3<sup>rd</sup> May 2017 to 3<sup>rd</sup> May 2018

Fetlar Developments is currently seeking a Book-keeper to provide financial support, administer payments of bills, maintain financial records on Sage, manage budgets and prepare returns to agencies. The Book-keeper will also provide some administrative support to the company.

The post holder will be required to work closely with the Development Worker. Remote working will be considered, if remote working you will be required to attend board meetings in Fetlar at 4-6 week intervals. This would normally be in person but remote attendance through e.g Skype may be a possibility.

Applications to Chair, Fetlar Developments Ltd, Fetlar Hall, Fetlar, ZE2 9DJ  
Or via email to [info@fetlar.org](mailto:info@fetlar.org). Your application should include a covering letter, CV and contact details for two people who can provide you with a reference.

Closing date: 12 noon on Friday 28th April

## **JOB SPECIFICATION**

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|------------------|---|
| Job Title        | Book-keeper   |
| Responsible to   | Nominated Director  |
| Duration of Post | Part time, 7 hours per week – fixed term contract starting 3 <sup>rd</sup> May 2017 to 3 <sup>rd</sup> May 2018 |
| Salary           | £15 per hour  |

### **Main Duties:**

- Provide financial support, administer payments of all bills, maintaining financial records on Sage, reconciling all ledgers, managing & updating budgets and preparing returns to agencies and financial updates to funders.
- Prepare and distribute monthly management accounts to Directors.
- Work with Development Worker to develop financial information for and vouching of, grants and projects
- Attend regular board meetings to present a financial update/report and advise directors as required
- Other duties as may be required by the directors of Fetlar Developments Ltd

## **Status**

The post holder will be required to work 7 hours per week. Additional working hours may be required to facilitate e.g. projects. Extra hours will be authorised by the board, or a nominated director

Annual leave will amount to 20 days per annum pro rata plus 9 public holidays.

The Book-keeper will be employed by the board of Fetlar Developments Ltd.

## **Person Specification:**

The preferred candidate will possess good communication, literacy, financial administration and IT skills.

A good knowledge of and experience with SAGE accounting software and Microsoft Excel is essential.

Previous knowledge and experience of dealing with charity accounts and reporting to OSCR would be preferred.

He or she will be required to manage their time effectively, working both independently and as part of a small team. A key requirement is to work closely with the Fetlar Development Worker

## **Additional requirements**

If electing to work from home and/or when electing to attend meetings via VC or video messenger, you should have ready access to a suitable broadband connection.

You should be willing prior to your start date to undertake a hand over period with the existing postholder.