

Post:	Bookkeeper (Maternity Cover)
Department:	Membership Support Department
Responsible to:	Chief Executive
Hours of Work:	<p>This is a full time fixed term post until September 2023. 35 hours per week, normally 9am to 5pm, between Monday to Friday. You may choose to opt into the Flexi-Time Policy and work from home at least one day per week.</p> <p>The post holder will at times be required to work flexibly to meet organisational needs.</p>
Pay:	AP3 (currently £24,871 to £26,341). There is normally a pay award annually in April. There is a one off payment of £750 for successfully finishing the fixed term contract.
Purpose:	Together with the external Accountant, this post would provide maternity cover for the Finance Manager. You would ensure the efficient running of the Finance Office, particularly in respect of cash, banking, purchase and sales ledger and assist the external Accountant with preparation of month end reports as required.

1. Bookkeeper Responsibilities

- a) General running of the Finance Office and maintaining efficient and accurate nominal, sales and purchase ledger on SAGE Accounting.
- b) To support the preparation of the book of accounts for audit, as and when required.
- c) Ensure that appropriate payments are processed to all suppliers on the Purchase Ledger and reconcile individual accounts to suppliers' statements.
- d) Produce and process sales invoices to be sent out as required.
- e) Compile and maintain accurate and timely records of all income, including online sales.
- f) To manage the income and expenditure of sports clubs, societies, networks and groups and issue monthly statements.
- g) Carry out regular bank account and credit card reconciliation.
- h) Regular safe counts, cash floats and cash deposits taken to the bank.
- i) To process monthly payroll through SAGE Payroll, pension administration with People's Pension and payments for all PAYE and NIC contributions and complete payroll year end.
- j) Process monthly journals for depreciation, payroll, accruals and prepayments and any other regular journals for the external Accountant to produce management accounts.
- k) Preparation and submission of quarterly VAT return.
- l) To support the Chief Executive in maintaining the Fixed Asset Register.
- m) Meet with Chief Executive each month to discuss SAGE nominal report and make changes as necessary.
- n) Support the external Accountant with information as required.

2. General

- a) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- b) To deliver and develop targets outlined in the Strategic Plan.
- c) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Chief Executive.
- d) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor.
- e) To adhere to all Students' Association policies including HR, Disciplinary, Health and Safety, Finance or with any other Students' Association Policy passed at Caledonian Student Voice.
- f) To attend any meetings as and when requested and produce reports as required.
- g) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- h) To portray the Students' Association in a positive, proactive and professional manner.
- i) To undertake personal and professional development activities as agreed by the Chief Executive.

Responsible to:

- The Chief Executive for HR and line management.
- The Executive Committee and Trustee Board for policy and strategy.

GCU Students' Association is a registered Scottish charity, number SC022887.

Revised: July 2022

Person Specification: Bookkeeper	E	D	Tested By
KNOWLEDGE AND EXPERIENCE			
Relevant experience in bookkeeping or financial administration	✓		AF/I
Experience of Sage Accounting and Sage Payroll	✓		AF/I
Experience of undertaking a range of administrative duties, including data processing	✓		AF/I
Cash Handling Experience		✓	AF/I
Knowledge of the not-for-profit sector		✓	AF
SKILLS AND ABILITIES			
Ability to work with minimum supervision in a busy environment to meet deadlines	✓		AF/I
Student (member, client or customer) focused	✓		AF/I
Excellent people skills	✓		AF/I
Ability to use your own initiative	✓		AF/I
Adaptable and flexible in modifying work in order to achieve the best results	✓		AF/I
Excellent verbal and written communications to a wide range of people	✓		AF/I
Pays attention to detail and produces work to a high standard	✓		AF/I
Understanding and commitment to equality and diversity	✓		AF/I
Desire to work within a democratic student led environment	✓		AF/I

AF Application Form
I Interview
T Test
E Essential
D Desirable

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