



CALLANDER COMMUNITY DEVELOPMENT TRUST

callandercdt.org.uk

Job Description: Finance Officer

Callander Community Development Trust

The Trust is a membership group, originally set up by Callander Community Council and other local organisations to raise funds and take forward projects to benefit Callander. The Trust's directors are all local residents and either represent one of the other community organisations or are individuals with a range of relevant skills and interests. They are all volunteers, interested in making Callander an even better place to live in or visit.

Job Purpose:

Maintaining CCDT's financial records, preparing a quarterly report, and overseeing the financial health of the Trust. Preparing annual financial statements for review by the Trust's accountant and auditor. Work with the Operations Manager and Treasurer providing financial information and support as required.

Job Duties:

- Maintaining and developing the accounts system using the existing Xero system as required, including but not limited to:-
 - Recording income receipts and handling bank deposits
 - Payment of bills and expenses in line with the Trust's Schedule of Delegated Authority and Bank Mandates
 - Management and reconciliation of the Trust's Bank Accounts
 - Handling accounts payable and receivable
 - Establish and manage Direct Debits / Standing Orders / Invoicing as required
 - Processing and administering PAYE transactions
 - Completing tax forms
 - Producing quarterly revenue statement and balance sheet in agreed format
 - Provide advice regarding and management of any loans and grants that CCDT may agree to pursue.
- Preparing draft accounts and other required information for the accountant/auditor and attend the AGM.
- Producing an annual company budget in conjunction with the Finance Sub-Committee
- Produce monthly financial management reports for the CCDT Board meetings and attend as appropriate.

- Attend quarterly Finance Sub-Committee meetings and provide financial advice
- Researching and complying with legal requirements as they pertain to the Trust's operations and financial activities
- Liaise with the various community organisations and sub-groups who use the CCDT financial management platform

Skills and Qualifications:

Essential

- Accountancy qualification and/or relevant work experience,
- Knowledge of accounting principles,
- Organisation,
- Timeliness,
- Attention to detail,
- Knowledge of accounting software,
- Data entry skills,
- Knowledge of regulatory requirements,
- Ability to Analyse Information,
- Problem Solving.

Desirable

- Experience of Xero or similar accounting software,
- Business management experience,
- Experience in voluntary sector or a charity.

Location and Equipment:

The post is home-based, with attendance at quarterly Finance Sub-committee meetings, occasional attendance at monthly Board meetings as noted above, and at the Annual General Meeting.

The Trust can supply the post holder with a laptop.

Employment Status:

The Finance Officer shall provide the services set out above to the Trust as an independent contractor.

After the initial handover period, the Job is expected to be the equivalent of around 1.5 days per week paid on an hourly basis (£15.50 per hour to be negotiated). In addition to this fee, the Trust agrees to reimburse the post holder for any out-of-pocket expenses incurred in the carrying out of those duties.

Application:

Please apply with a letter of application, full CV, and two referees (contactable after interview) to the Operations Manager by email at secretary@callandercdt.org.uk, by midnight on Friday 26th July 2024. Interviews of shortlisted candidates are expected to take place in early August.

Callander Community Development Trust is an equal opportunities employer and does not discriminate on the basis of gender, race, disability, sexuality or any other protected characteristic. We welcome applications from candidates from minority represented groups.



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