



Job Description

Job Title: **Book-keeper**
Responsible to: **The board of directors of Applecross Community Company (ACC) and Applecross Community Trading Company (ACT)**
Duration of post: **Self Employed Contract starting May 2021 (TBC)**

Context of Job:

The Applecross Community Company aims to promote the sustainable development of the Applecross community. The company provides a range of services including public toilets, a filling station, a broadband scheme and community woodlands.

Overall Purpose of the Job:

The book-keeper will be responsible for maintaining all financial records, monitoring and overseeing project finances and preparing financial statements for review by the company's accountant.

Main Duties:

1. Management of all financial transactions for both ACC and ACT, using the QuickBooks online system. Duties include:
 - i. Paying regular bills for the company
 - ii. Managing the invoices by recording appropriately, and approving or denying the payments
 - iii. Handling accounts payable and receivable
 - iv. Invoicing deliveries and paying vendors for their goods and services
 - v. Recording cash receipts and handling bank deposits
 - vi. Monitoring debt and ensuring compliance with debt covenants
 - vii. Preparing purchase orders in accordance with requests for materials for the projects that are part of the company's project portfolio.
2. Management of employer obligations, including managing payroll and employer pension submissions.
3. Management of ACT subsidiary accounts, including making and receiving fuel orders, regular management, submission of fuel subsidy claims and local card invoicing.
4. Completing necessary tax forms, including VAT submission, fuel subsidies, HMRC employer contributions etc.
5. Preparation of profit and loss statements and balance sheets for board quarterly review.
6. Ensure signatories of ACC and ACT bank accounts are up to date.
7. Filing historical records and preparing information for auditors, as and when required.
8. Additional bookkeeping duties, administrative and clerical support as designated by management.



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Person Specification

Job Title: Administrator Contract: Self employed		Contract with: Applecross Community Company and Applecross Community Trading Company
Key Criteria	Essential	Desirable
Qualifications and Training	A good standard of formal education to a Highers level (or equivalent)	Degree/qualifications in Business Administration, Accounting or similar subject.
Knowledge, Skills and Abilities	- Knowledge of Accounting Principles - Good organisational and communication skills. - Good attention to detail, effective time management and professional attitude - Ability to multi-task and problem solve. - Strong self-discipline to work effectively remotely	- Previous administrative and bookkeeping experience. - Business Management Experience - Good people management skills and an appreciation of the sensitivities of working within small communities.
Technical Skills	- Good general computer competence (including Word, Excel, email) - Comfortable with remote-working communications technologies and practices - Data entry skills, clerical skills, and interpersonal and customer service skills.	- Experience and knowledge of Quickbooks/accounting software - Experience and knowledge of general bookkeeping including details on Sales Tax and VAT. - Knowledge of Regulatory Requirements
Job Circumstances	- Ability to work from home - Flexible working hours - Strong motivation and enthusiasm for the post and the role	- Passion for working in a community organisation. - Ability to visit Applecross if required.



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