

## Job Description: Part-time Accountant/Bookkeeper



Job Title:	<b>Part-time Accountant/Bookkeeper</b>
Salary:	Hourly Rates (£27 per hour) - (up to £405 per week)
Location:	Hybrid working - The James Hutton Institute, Craigiebuckler, Aberdeen
Actual Hours:	Up to 15 hours per week.
Job Type:	Part-time. Freelancing contract
Reports to:	Systems and Resources Lead
Closing Date:	5 pm, 19 <sup>th</sup> February 2024
Interview Date:	21 <sup>st</sup> – 22 <sup>nd</sup> February 2024

### About the NESCAN Hub

The North East Scotland Climate Action Network (NESCAN) Hub is a regional community climate action support hub, fully funded by the Scottish Government. Our mission is to contribute to the creation of a flourishing, connected and sustainable North East Scotland through the provision of dedicated training, help and support for community-led climate action.

#### Our aims:

- To support and develop diverse community-led climate action throughout Aberdeen City and Aberdeenshire.
- To support diverse communities to be a part of a just transition to a sustainable North East Scotland, contributing to local, regional and national policy setting and decision making.

For further information on NESCAN please visit our website [www.nescan.org](http://www.nescan.org)

### About the role

The Accountant/Bookkeeper plays a crucial role in helping NESCAN Hub achieve its vision and objectives. They are responsible for maintaining our financial records and bookkeeping activities, such as purchases, receipts, and payments. This involves collaborating closely with our Admin, System & Resources, and Finance Director teams to create and analyse financial reports, ensuring compliance with legal requirements, managing accounts payable and receivable, and overseeing invoices, payrolls, and tax payments.

We are looking for a freelancer/part-time staff with a bookkeeping/accounting experience and knowledge of XERO accounting software. The main objective of this role is to accurately record all financial transactions that take place within our company on a day-to-day basis.



## Job Description:

### Part-time Accountant/Bookkeeper



This role can be performed working from home or in our office. It may involve some office-based work and meetings.

### Responsibilities

- Record day-to-day financial transactions and complete the posting process.
- Verify that transactions are recorded in the correct day book, supplier ledger, customer ledger and general ledger.
- Bring the books to the trial balance stage.
- Perform partial checks of the posting process.
- Complete tax forms.
- Enter data, maintain records and create reports and financial statements.
- Process accounts receivable/payable and handles payroll in a timely manner.

### Requirements and skills

- Proven bookkeeping and XERO accounting software experience.
- Proven experience in grant management.
- Expertise in Xero or similar system.
- Ability to work closely with Project Managers re cost control, variance analysis and reporting.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Data entry skills along with a knack for numbers.
- Hands-on experience with spreadsheets and proprietary software.
- Proficiency in English, MS Office and XERO.
- Customer service orientation and negotiation skills.
- Ability to work on own initiative.
- High degree of accuracy and attention to detail.
- BS degree/ or equivalent experience in Finance, Accounting or Business Administration.

