



JOB DESCRIPTION

Post Title: Book Keeper
Part Time – 8 Hours/Week (1 Day/week)

Responsible to: Project Manager
Board of Directors

The MAXwell Centre & Garden is located at the heart of Coldsides area in Dundee.

Our community led charity provides a vibrant community centre, well used by groups and individuals, young and old. The services we provide adapt continually as we all work together to provide activities that meet ever-changing needs. Our thriving centre with a footfall of over 2400 a month provides groups and individuals with the opportunity to take control of their lives by being able to address the difficult day to day issues affecting them such as poverty, debt, unemployment and poor health.

Our well established, award winning garden provides the local community with the skills and confidence to grow their own food and the equipment and resources to do so. The majority of local housing has no access to private outdoor space. Our community project is regularly showcased not only across Dundee but the whole of Scotland as an example of good practice.

- We are an inclusive centre catering to the needs of all members of the community.
- We provide a caring, supportive, environment for all our visitors, by creating a welcoming, relaxed atmosphere.
- We challenge obstacles faced by local people, empowering them to overcome difficulties.
- We engage our local young people in outdoor learning and healthy activities.
- We provide, develop and deliver dignified responses to food insecurity.
- Increase awareness and understanding of climate change within our community to encourage behaviour change.

Our vibrant project is truly representative of the broad spectrum of people of all ages, genders, ethnicities, religions, etc. that we have in the area. An important aspect of our role is to break down barriers and to bring people together in an environment that promotes interaction, integration and to empower them to improve their lives and the place they live in.



Main Duties

Financial Administration

- Produce and maintain accurate financial records and ensure that effective financial processes are followed, including online banking, checking of invoices and expenses.
- Updating financial records on quickbooks, processing purchase orders, maintaining petty cash records and monthly bank reconciliations.
- Monitor and report to the Treasurer on the financial health of the organisation in line with financial objectives.
- Check monthly expenditure against budget.
- Maintain expenditure receipts in line with funder reporting requirements.
- Assist with the production of necessary financial reports/returns, accounts and audits.
- Preparing financial reports and collating receipts for funders
- Liaise with Accountants and Auditors as directed by the Treasurer and Project Co-Ordinator.
- General office cover and support.

Other Duties

This job description is a broad general picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time.

Salary £7,750/annum

To apply please send a CV and covering letter to info@maxdundee.org.uk

Closing date for applications is 22nd September 26

Person specification: Book Keeper

SKILLS AND ABILITIES	Clear and concise written and verbal communication skills. Ability to work as part of a team and on own initiative. Ability to analyse and resolve problems, seeking support when and as soon as required. Can-do attitude. Well organized and the ability to plan workload effectively.
EXPERIENCE	Experience of preparing accounts for third sector organisations. Experience of supporting projects and work colleagues.
KNOWLEDGE	Essential – Proven ability of account preparation to Trial Balance Stage. Desirable - knowledge or experience of Quickbooks. Desirable - experience of preparing charity accounts and financial reporting to funders.
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS	Be a team player demonstrating loyalty and commitment to the project and team members. Ability to listen and to communicate effectively with individuals at all levels.