



<p>United We Will Swim... Govanhill Baths Community Trust are a small charity based in the southside who delivering wide ranging health, wellbeing, arts, environmental and heritage projects.</p> <p>Our aim is to reopen the Baths as a Wellbeing Centre, contributing to the regeneration of the area and meeting the needs and aspirations of our community. While our building work progresses, our diverse range of services and community projects continue at pace.</p>	
Job title:	Govanhill Baths Finance Officer
Term:	15 hours a week Initial term to 31st March 2023.
Base:	Govanhill Baths Office, 126 Calder Street, G42 7QP
Salary:	£30,000 pro rata plus 4% pension.
The Role:	<p>As our organisation reaches this exciting time in our history, we are looking for a self-motivated individual with experience in administration to develop and run the day-to-day finances. You'll be based in our Govanhill office as part of a small, committed management team. This is a part-time role and we're flexible on agreeing hours that suit for all.</p> <p>Initially, we can offer the role with funding to March 2023, with the intention of further extensions beyond that as part of the core back-office team for Govanhill Baths.</p>
Role Responsibilities	<ul style="list-style-type: none"> ● Preparing monthly management accounts, project cost reports and cash flow statements for the Board. ● Liaising with Project Managers to obtain up-to-date financial information and documents ● Day to day book-keeping including allocation of costs to various ringfenced projects and reconciliations to bank, credit card and supplier statements.

	<ul style="list-style-type: none"> ● Preparing monthly payroll for the payroll provider ● Submitting pension information to the pension provider ● Working with accountants and auditors to produce annual reports ● Working out and submitting quarterly VAT return ● Recording all financial transactions onto SAGE Cloud Accounting ● Maintaining effective physical and electronic filing systems
Experience	<ul style="list-style-type: none"> ● Experience of reporting on Excel to small management teams or Boards ● Good overall Windows environment skills inclusive of Microsoft Office package and Google Drive Documents ● Previous experience of using accounting software (Sage, Xero, QuickBooks, etc.) ● Strong experience of bookkeeping (2 years full time or 3 years part time minimum) ● Payroll experience desirable but not essential ● Experience of submitting VAT returns
Personal Specifications	<ul style="list-style-type: none"> ● Highly organised and self-motivated ● Patient, respectful and professional ● Flexible, reliable and trustworthy ● Happy to work within a small team and on own initiative while able to take instructions ● Interested in and committed to Govanhill Baths ethos and vision

Applications should be made via email and marked 'Finance Officer: Confidential' and emailed to info@govanhillbaths.com.

Deadline: Applications must be in by 9.00am Friday 8th July

The Trust conforms to all the requirements of the Equality Act and its Duties under Positive Action.

Govanhill Baths Community Trust, 126 Calder Street, Glasgow G42 7QP