

Job Description: KYTHE Part-Time Finance Administrator

Role Overview

To provide accurate, timely, and confidential accounting support for the charity, ensuring that day-to-day financial transactions are properly recorded, reconciled, and reported. The postholder will help maintain sound financial controls and support compliance with relevant charity accounting and regulatory requirements. They will report into the Core Management Team (CMT) and will work closely with the treasurer, other trustees, independent examiner and budget holders as required.

Key Responsibilities

- Maintain accurate and up-to-date financial records for all income and expenditure.
- Process and pay purchase invoices, process sales invoices, receipts, payments, and journals as required.
- Reconcile bank accounts, petty cash, and other control accounts on a regular basis.
- Assist with monthly payroll processing and make the payments to employees.
- Process employee expenses and manage the employee prepaid expenses cards monthly.
- Prepare monthly management information, including income and expenditure budget monitoring and fund balances.
- Prepare annual budgets for trustee approval.
- Assist with the preparation of year-end accounts and provide supporting schedules for the independent examiner.
- Maintain accurate records of restricted and unrestricted funds and code transactions appropriately.
- Support claims and financial returns where relevant, including Gift Aid, grant claims, or other funding-related reporting requirements.

- Ensure finance records are well organised, complete, and retained in line with the charity's procedures and legal requirements.
- Respond to finance queries from staff, CMT, trustees and funders in a timely and professional manner.
- Help improve financial systems, processes, and internal controls.
- Support compliance with charity accounting requirements and relevant regulatory expectations, including annual reporting obligations.
- Undertake other finance and administrative duties appropriate to the role.

Person Specification

Essential

- An accounting or bookkeeping qualification.
- Experience of accounts administration, bookkeeping or finance support.
- Good working knowledge of accounting software and Microsoft Office, especially Teams and Excel.
- Strong numerical skills with excellent attention to detail and accuracy.
- Ability to organise workload, meet deadlines, and manage competing priorities.
- Ability to handle confidential information with discretion.
- Good communication skills and the ability to work effectively with colleagues, trustees, and external contacts.
- Understanding of basic financial controls and reconciliations.

Desirable

- Experience of working in the charity or voluntary sector.
- Knowledge of charity accounting requirements, including restricted funds and year-end reporting.
- Familiarity with Scottish charity reporting requirements and the annual return process.
- Experience of payroll, Gift Aid and grant reporting.

Reporting Structure and Key Contacts

- This role will be line managed by the treasurer.

- The postholder will work closely with the Fundraising Lead in the management of the charity's grant funding.
- The postholder will be a member of the CMT, currently made up of the Fundraising Lead, Head of Youth Work, Head of Operations, Comms volunteer and HR & Policies volunteer.

Location

Based at KYTHE office premises in Kinross.

Flexibility

Flexibility to meet the requirements of the role is required, including some evening work by agreement. KYTHE will, in turn, consider reasonable flexible working arrangements to support the postholder, balancing individual needs with organisational requirements.

Diversity and Equal Opportunities

KYTHE is an equal opportunities employer and welcomes applications from all backgrounds.

Safeguarding and Confidentiality

The postholder must maintain confidentiality at all times and handle financial and personal data in accordance with data protection requirements and the charity's policies. Where the charity works with children, young people, or vulnerable adults, the postholder will be expected to follow safeguarding policies and procedures appropriate to the organisation.