



Job Description

Job Title: Finance Officer

Reporting to: Charity Manager

Hours: 14 per week (flexible)

Salary: £25,000 per year (pro-rata)

***The Killie Community** delivers programmes across Ayrshire, promoting active lifestyles and tackling health and social inequalities. We use football as a force for good to support all within our community, working with people of all ages, stages, backgrounds and circumstances.*

DUTIES:

- Accurately input financial transactions into the accounting system, including donations, income, programme funding, and expenses, using tracking codes where required.
- Perform weekly bank reconciliations, ensuring all transactions align with the charity's bank accounts.
- Action bills and send invoices, ensuring correct coding and carrying out credit control when necessary.
- Lead on Gift Aid claims, ensuring all donations are correctly tracked and recorded.
- Manage staff and volunteer expenses, ensuring accurate recording.
- Assist in generating monthly, quarterly, and annual financial reports.
- Attend and input at Trustees meetings, assist in budget preparation, and monitor cash flow.
- Ensure financial records are up to date and well-documented, and lead on external audits when required.
- You will be an advocate for collaborative working, working together as part of the wider team with all other departments within the Charity and external agencies and parties.
- You will be a positive role model for the Charity, encouraging and promoting the core values and strong ethos of Kilmarnock Football Club, including supporter and community engagement.

REQUIRED:

- Proficiency in accounting software (currently Xero)
- Strong communication and collaboration skills.
- Able to build strong relationships with staff, volunteers, partners and participants, creating a welcoming and inclusive environment.

Applications close: 11:59pm on Friday 25th April 2025.

*Please send CV and short cover letter to our Charity Manager, Jordan Allison.
jordan@killiecommunity.co.uk*