



Preparing young people with skills for life

Campsite Bookkeeper Role description



The role – Campsite Bookkeeper

Role description

Purpose:	<ul style="list-style-type: none">• To maintain and oversee the campsite accounts; paying of invoices; banking monies; monitoring cash flow; preparing the end of year accounts; and assisting in creating annual budgets for the forthcoming year.
Appointed by:	<ul style="list-style-type: none">• Itchen South District Scouts
Responsible to:	<ul style="list-style-type: none">• Campsite Manager
Responsible for:	<ul style="list-style-type: none">• Maintaining accurate financial records for the income and expenditure of the site.
Key Alliances:	<ul style="list-style-type: none">• Campsite Manager• Campsite Warden• Activities Co-ordinator• Bookings Secretary• District Executive Committee (Trustees) Treasurer.
Internal contacts:	<ul style="list-style-type: none">• Scouting groups visiting the site
External contacts:	<ul style="list-style-type: none">• Non-Scouting groups visiting the site
Key tasks:	<ul style="list-style-type: none">• Ensure that all users and visitors to the site have a quality experience.• Liaise with Bookings Secretary in the invoicing of visitors and users of the site.• Recording invoice payments in the accounts and chasing up of unpaid invoices.• Paying of receipts and invoices for site expenditure and recording accurately in the accounts.• Banking of monies.• Monitor the cash flow and highlight to Campsite Manager any issues.• Prepare the end of year accounts ready for the auditors.• Assist in creating annual budgets for the forthcoming financial year.• Liaise with District Executive Committee (Trustees) Treasurer.
Time commitment:	Approx. 3-5 hours per week, weeknights/weekends.
Terms of appointment:	Voluntary role. 3 years with the possibility of extension after appointment review.
Expenses:	Any reasonable and appropriate expenses incurred will be reimbursed.

Person specification

Skills and abilities:

- Confident with the creation and upkeep of financial records and accounts (desirable not essential as help with be provided).
- Communicate effectively both verbally and in writing.
- Plan, manage and monitor own tasks and time.
- IT skills - Use computer technology, e.g. email, spreadsheets, booking database, calendars.
- Able to work as part of a team.

Personal qualities:

- Acceptance of the fundamentals and key policies of the Scout Association.
- Flexible approach.
- Resourceful, energetic and enthusiastic.
- Self-motivated.

How to apply

Key dates

The closing date for applications is **19 November 2018**

Process

To apply for this role, please complete the [Application Form](#) and return completed applications to volunteer@isdsc.org.uk

Interviews will be held after the application sift.

Further information

For an informal conversation or to find out more about the role please contact our District Commissioner on mark.langdown@isdsc.org.uk