



BOOKKEEPER ROLE DESCRIPTION

Role title: Bookkeeper

Role type: Part-time/Freelance

Salary: £18-38 p/h (depending on experience)

Hours: 2-3 hours per week

Reporting to: Chair of Trustees

Responsible for: N/A

Location: Home based (with an annual meeting in Orkney)

Key responsibilities

- Handle receipts and payments
- Process Gift Aid claims
- Update the charity's bookkeeping system with all ledgers, ensuring funds are allocated to the appropriate accounts and/or project codes
- Prepare monthly P&L statements, balance sheets and cash flow reports
- Assist with the preparation of Year End returns (creditors, debtors, payments and receipts in advance)
- Manage the data integrity of the financial systems and documentation; initiating data cleanse exercises and improving data entry processes and controls
- Support the Board of Trustees with implementation of audit reports
- Support the charity with projects and tasks as required
- Respond to queries over the telephone, email and face to face
- Ensure compliance with OSCR regulations.

Role description

This role is suitable for an experienced bookkeeper, ideally with experience of the managing accounts in the charity sector. The vacancy has arisen due to a recent governance review and is a key support role, working within an ambitious and friendly charity with an international membership. The role includes bookkeeping and preparation of management accounts.

Based in Orkney Mainland, Scotland, The John Rae Society is progressing a number of projects as it seeks to deliver its purposes to save and develop Category A listed Hall of Clestrain – birthplace and childhood home of Arctic explorer John Rae – as a vibrant heritage attraction and community resource.

The John Rae Society is an ambitious charity. Since its foundation in 2013, it has acquired the Hall, undertaken stabilisation works, secured a £250,000 grant from The National Lottery Heritage Fund, and having raised almost £700,000 in funding, in November 2026 will submit a R1 Development Phase application for its Save Hall of Clestrain project, the first of two projects aimed at securing internationally significant heritage for the nation.

The charity is run by a Board of Trustees, supported by a number of freelance contractors and expert advisors.

This role is a great opportunity to further your career in the charity finance sector by working with a small but dedicated team who are making a genuine difference to the local community and young people in a remote island community.

Person specification

Attributes	Essential requirements	Desirable requirements
Knowledge & education		AAT, ACCA, CIMA qualified Understand the requirements of charity accounts, including the separation of restricted and unrestricted funds
Professional experience	Previous experience working in a similar role. Experience of creating management accounts as well as delivering general bookkeeping.	Previous experience of charity Accounting. Working knowledge of bookkeeping software.
Skills and abilities	Effective communication skills and confidence in dealing with suppliers and partners. Attention to detail. Ability to work in a focused way in a project-based environment. Ability to work to deadlines.	

To apply, please submit your CV and covering letter by 6 November to:
ProjectManager@johnraesociety.com