

# Book Keeper

Job Description  
Released 25 September 2019



For further information about this post please contact Julie Kirk at:

**GreenPower Developments Ltd**

The e-Centre  
Cooperage Way  
Alloa  
FK10 3LP

Tel: 01259 272158  
Fax: 01259 272159

E: [HR@greenpowerinternational.com](mailto:HR@greenpowerinternational.com)  
W: [www.greenpowerinternational.com](http://www.greenpowerinternational.com)

## Contents

GreenPower .....	4
Job Description .....	5
Summary .....	5
Detailed Job Description.....	5
Roles & Responsibilities .....	5
The Candidate .....	6
Skills and Expertise .....	6
Terms and Conditions.....	7
Application Procedure .....	8

## **GreenPower**

GreenPower is a renewable energy company, developing wind, hydro and solar power projects across the UK & Ireland.

Committed to an economy driven by renewable energy, GreenPower's future lies in grasping the opportunities in a geographically and technologically diverse market.

GreenPower is currently developing a range of projects, at various stages of development and also has circa £100m of operational projects under our management, including projects held on balance sheet by GreenPower and two projects where we are joint owners with external investors.

GreenPower employs a highly skilled team and is committed to high quality & ethical working standards and the creation of projects that are based on robust environmental and engineering solutions.

GreenPower has been responsible for the asset management of significant funds being invested in new projects with the Company's flagship project costing over £90m to construct (this project currently has a debt package of £64m with 3 of the largest European banks).

The GreenPower group of companies is a multi-million pound business and further growth is anticipated.

## **Job Description**

### ***Summary***

We are seeking to appoint an experienced Book Keeper to support the Financial Controller and Finance Director in their duties and to help ensure the smooth processing of purchase orders, expenses, accounts payable, timesheets, accounts receivable and day-to-day financial management. Other ad hoc general office administrative tasks as may be required.

This position reflects the need to maintain robust financial controls across the GreenPower group of companies.

The position is permanent and part-time (3 days per week or equivalent).

### ***Detailed Job Description***

The Book Keeper will be responsible for maintaining and adhering to the Company's robust financial management systems and procedures. There may on occasions be some requirement to assist with the preparation of statutory accounts as well as occasional liaison with our accountants and auditors.

GreenPower's financial system is SAGE Line 50 with supporting reporting, using Excel spreadsheets, word and powerpoint.

### ***Roles & Responsibilities***

The job will predominantly involve:

- Daily management (receipt and processing) of purchase order system using Microsoft Excel;
- Daily entering of accounts payable invoices to PO list;
- Data entry to Sage Line 50;
- Processing of bank transactions on Sage Line 50 and reconciliation to bank statements
- Monthly reconciliation of credit card expenses on Excel;
- Processing of personal expenses submissions on Excel;
- Monthly management of timesheet submissions ensuring all timesheets are submitted in full;
- Payment Processing on banking software (Bank of Scotland, Sabadell and Santander);
- Assisting with preparation of budget reports;
- Data Management - Scanning, copying, filing, archiving;
- Other ad hoc administration tasks as required.

## **The Candidate**

This position is ideally suited to someone with excellent numerical skills and a meticulous approach to book keeping. Attention to detail is essential as is an ability to work unsupervised once the systems and procedure are understood.

Experience of working on accounts in a small / medium sized company would be an advantage.

You should be a team player and will be able to demonstrate a rigorous approach to your working practices and will already have experience of a number of financial management systems.

We need someone who will thrive in a dynamic environment, working well under pressure and to tight deadlines, producing high quality work at all times.

## **Skills and Expertise**

- The successful applicant should have the following core skills:
  - IT
    - confident use of Windows based IT systems;
    - experienced user of Microsoft Word, Excel and Powerpoint;
    - experienced in using Sage Line 50;
  - Qualifications
    - A recognised accounting / book keeping qualification or with significant proven book keeping experience;
  - Personal Attributes and General Aptitude
    - highly numerate;
    - an eye for detail and precision;
    - good use of English language;
    - a positive attitude to work;
    - the ability to work alone;
    - to maintain the corporate identity of the company at all times and to maintain strict commercial confidentiality;

Knowledge and experience of renewable energy is not required, but the candidate will ideally support the vision of a future based on a significant contribution to our energy needs from renewable energy.

## **Terms and Conditions**

### **Salary, Terms and Hours**

- Salary range £8,000 to £10,800 (depending on qualifications, skills and experience).
- The post is a part-time salaried post.
- You will be expected to work normal office hours, 9am – 5:30pm, three days per week with one hour allowed for lunch. There may be some flexibility on the hours / days worked.
- GreenPower also pay 3% of gross salary into a pension scheme, this is subject to pension auto-enrolment rules and therefore a small contribution may also be required from employees depending on your applicable salary.

### **Holiday Entitlement**

- The post carries a holiday entitlement of 15.6 days per annum personal leave accumulated (25 days pro rata), plus statutory holidays.

### **Employer**

- The employer for this post will be GreenPower Developments Ltd.
- The post will be directly responsible, in the first instance, to the Finance Director.

### **Review**

- Performance will be reviewed after three months in line with the staff review programme.

### **Personal Development**

- GreenPower believes in ongoing personal skills growth and we will work with you to determine your needs and interests and to encourage and support you in your personal development.

### **Equal Opportunities**

- GreenPower is an equal opportunities employer and will not discriminate on the basis of gender, age, ethnic background or religion.

### **Location**

- The post will be based within our offices in Alloa.

## **Application Procedure**

Applicants should ensure that their application includes the following information:

- Full CV, including details of all current and previous employment and all qualifications held.
- Covering letter to include:- details of current salary, any notice period that is required by your current employer.
- Details of two independent referees who know your work; one of whom should be a line manager or equivalent from your current or most recent employer. (These referees will not be approached until such time as a formal job offer is being made).

Applications should be submitted by e-mail to [julie@greenpowerinternational.com](mailto:julie@greenpowerinternational.com)

or by post (do not fax your application to us) to:

Julie Kirk  
GreenPower Developments Ltd  
The e-Centre,  
Cooperage Way  
Alloa  
FK10 3LP

Material submitted by post should be marked for the attention of "Julie Kirk, BK Application" and state "Private and Confidential" in the top left corner of the envelope.

To discuss your application in confidence at any time, please call Julie on 01259 272158.

For further information on GreenPower, visit our web site at [www.greenpowerinternational.com](http://www.greenpowerinternational.com).

Reasonable travel and subsistence expenses incurred in attending the interview will be re-imbursed.

**Closing Date: 14 October 2019**