RONALD MCDONALD HOUSE GLASGOW

JOB DESCRIPTION

JOB TITLE Bookkeeper / Accountant

EMPLOYER RONALD MCDONALD HOUSE GLASGOW

BASE Ronald McDonald House, 1299 Govan Road, Glasgow G51 4TE

ACCOUNTABLE TO HOUSE DIRECTOR

HOURS 10 hours per week, flexible by agreement

PAY Up to £15 per hour dependant on experience/ qualifications

 Payment is made monthly

REWARDS This role receives 20 days annual leave + 12 days Public Holiday days’ leave per year pro rata

 Pension Auto Enrolment

 There is a no-cost ‘Death in Service’ benefit

JOB CONTEXT

Ronald McDonald House Glasgow provides accommodation for families with seriously ill children receiving care in the Royal Hospital for Children Glasgow and other hospitals in the West of Scotland. Families stay free of charge in the 31 bedroomed House and there is no time limit on the accommodation – once a family is allocated a room it is theirs until their child is discharged from hospital. For families with a sick child the house is a fantastic haven at a stressful time when their child’s stay in hospital requires them to be close by.

JOB PURPOSE

To support the smooth financial operations of the Ronald McDonald House Glasgow in its aim of providing free ‘home away from home’ support for families with long-term and critically ill children.

**PRIMARY RESPONSIBILITIES**

1. Supplier payments
2. Recording income
3. Banking
4. Posting financial records Sage 50 Accounts
5. Reconciling banks
6. Preparation of Management Accounts, Year End Accounts and Budgets,
7. Preparation of monthly Payroll and pensions
8. Manage the Financial systems of control

**Key Tasks:**

**1. Financial reporting**

Produce a Monthly Profit & Loss and Balance Sheet from Sage, and Quarterly produce Management Accounts and present them to the Management Team by due date.

At Year End prepare a file of working papers to support the Management Accounts and present them with the Accounts to the Auditors.

Organise Audit commencement and attend pre and post Audit Meetings.

Assist the House Director in the production of annual budgets by due date.

Produce any required statements for funding bodies and other stakeholders.

Assist the House Director in producing other reports as required for the Management Team and Board.

**2. Manage financial administration and systems of financial control**

Maintain and operate a full system of ledgers, income recognition, and payment processes. This includes ensuring all Finance and Bank Reconciliations are up-to-date and closed out before Management accounts preparation.

Prepare and ensure the monthly Payroll is approved, prepared and paid by due date.

Ensure Credit Control is effective and advise Management Team, and Fundraising Staff of aged debts.

Maintaining the operation of RMHG Bank Accounts, ensuring cash flow is maintained.

Take all reasonable steps to ensure the completeness and accuracy of financial records and reports, and guard against loss of financial assets through fraud or theft.

Ensure compliance with procedures authorised by the Company and instruct and guide colleagues in respect of compliance with procedures.

Ensure that all systems are effective, efficient and up to date and present the House Director with a business case for any development requirements.

**3. Financial planning and budgeting**

Assist the House Director in the preparation of the organisation’s annual budget in liaison with Management Team.

Quarterly monitor and report on Budget Variances to the Management Team.

Assist the House Director (as required) with professional input to financial decisions, including options and plans for new services, organisational restructurings, cost saving measures and property decisions.