

LAMBHILL STABLES

JOB DESCRIPTION

Job Title: Bookkeeper / Finance Assistant- part time
Hours: 2 days (14 hours) per week
Salary Range: £27,000 per annum pro rata
Holidays: 28 days annual leave plus 10 days public holidays pro rata
Pension: Automatic Enrolment

As an experienced Bookkeeper with proven track record, you will be responsible for the day-to-day administration of finance in relation to the charity and its projects.

It is essential that you are IT literate and have experience of Sage One / Xero and Microsoft Office applications. As part of a small staff team, you should be a team player and able to work with minimal supervision and possess a flexible attitude regarding whatever presents itself from day to day.

Experience, knowledge and understanding of charitable bookkeeping is essential.

Office hours are usually 9am - 5pm Monday to Friday with half hour for lunch. The work pattern of the successful applicant will be negotiated with the General Manager but must facilitate the smooth running of the charity and its financial operations.

Reporting to the General Manager, accountant and Board of Directors you will possess the following skills and attributes,

Core duties

- Preparation and posting of sales invoices
- Posting of purchase invoices and monthly supplier reconciliations
- Processing of receipts and payments
- Preparation of monthly bank reconciliations
- Reconciliation of monthly management report

Other duties include:

Charity Finance

- Assisting with the day-to-day accounting using SAGE One or Xero
- Processing payments using the Charity's Internet Banking System
- Depositing receipts at the Trust's bank

- Management of petty cash
- Assisting with sales and purchase ledgers including for the two micro businesses within the Charity
- Assisting with management accounts and financial reporting
- Preparation of schedules for year-end examination/audit with support from the Trusts accountant
- Other finance/accounts related tasks, as required
- Assistance with financial data required for monthly report to Charity Board

Project Finance

- Assisting with the financial control and reporting for projects
- Assisting with claims for grants and submission of relevant claims/invoices

Trust Finance Administration

- Word processing of documents/letters (Microsoft Office Word 2007)
- Maintenance of finance information filing
- Assisting the staff team with the preparation of the Annual Report

Key Skills Required

- General bookkeeping and accounting including use of Sage One or Xero including payroll
- IT knowledge and competence
- Knowledge of accounting and reporting requirements specific to charitable accounting · Knowledge of accounts including year-end processes, statutory accounts, double entry journals and payroll.
- Understanding of banking processes
- Accounting systems and procedures
- Office management
- Communication skills

- Attention to detail
- Organisation skills
- Self-starter
- Ability to work as part of a small team

The post will commence on mid to late August upon receipt of two suitable references and will be subject to a 3 month probationary period.