



Bookkeeper

Job Specification

Reporting to:	The Chief Executive, the Treasurer & others as required including the Board of Trustees
Purpose of job:	To maintain the accounts on Sage and be responsible for the financial accounts of Promise Inclusion and its projects
Hours:	5 – 10 hours weekly (More hours may be available)
Location:	Promise Inclusion Office
Salary:	£24,570 pro rata per annum (based on 35 hour working week)

Duties to include:

- 1 Manage the financial aspects for the office, including:
 - Liaising with the Chief Executive Officer, the Development Manager, the Treasurer and working with the Office Co-ordinator
 - Maintaining double entry book keeping on Sage 50
 - Being responsible for raising invoices as required in liaison with the Office Co-ordinator
 - Calculating holiday pay and if required, assisting with producing the monthly payroll spreadsheet liaising with the Office Co-ordinator
 - Producing the monthly payroll journals and entering onto Sage
 - Undertaking pension administration
 - Recording and reconciling bank account and credit card account transactions
 - Preparing and producing financial reports as required and as requested
 - Liaising with the Office Co-ordinator to manage the office petty cash and the children's clubs petty cash, recording all monies paid out and paid in
 - Raising payments to suppliers to pay invoices in liaison with the Office Co-ordinator
 - Paying cash and cheques into bank on regular basis
 - Maintaining Gift Aid Register on a regular basis
 - If required, preparing accruals and prepayments on a quarterly basis
 - Maintaining debtors and creditors and credit control on a monthly basis
 - If required, preparing the trial balance on a monthly basis

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- 2 Producing reports and accessing information on our CRM system
- 3 Liaising with Statutory, Voluntary/Community organisations, members and the general public
- 4 Develop and maintain good partnership working with key organisations and partners

Knowledge required:

- Ideally, an understanding of the needs of people with a Learning Disability and Autism Spectrum Disorder
- AAT Level 2 Accounts or working towards this qualification.
- Knowledge of Sage 50 or similar accounting system essential
- Working knowledge of Microsoft Office Suite (Word, Excel, Powerpoint etc.).
- Computer literate to a high standard
- Knowledge of office procedures and CRM systems would be useful

Skills required:

- Ability to plan and organise workload
- Excellent attention to detail
- Self-motivated, able to work on own initiative
- Good communicator, both written and verbal
- Ability to work to deadlines and under pressure
- Good team player
- Empathy with client group
- Confidentiality

Personal qualities:

- Confident, with ability to be assertive when necessary
- Good interpersonal skills
- Ability to influence others
- Good listening skills

Other work requirement:

- Current driving licence and use of a car would be useful
- Willingness to work evenings/weekends as appropriate

This post is subject to references and enhanced DBS checks

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