



BOOKKEEPER

JOB DESCRIPTION

Salary:	£25,000 per annum pro rata
Hours:	Part time - 21 Hours per week
Responsible to:	CEO
Key Deliverables:	To maintain accurate records of all financial transactions and produce comprehensive management reports.
Location:	Knowsley Disability Concern, 263a Tarbock Road, Huyton, Merseyside, L36 0SD.

Key Result Areas: to ensure:

1. An accurate set of year-end account balances is produced for preparation of statutory annual accounts
2. All financial transactions are recorded via the Xero system and are up to date
3. Management accounts and budgetary reports are available as required
4. The integrity of the accounting systems and controls is maintained

Principle Duties and Responsibilities: to take overall responsibility for:

- Support and advise the CEO and Finance Committee to develop and implement good practice in relation to the financial management and control of the Charity, ensuring they both understand and comply with, relevant accounting and charity legislation.
- Provide clear guidance to the CEO and Senior Managers on key aspects of financial management, such as budgeting and project costing.
- Make appropriate returns to HMRC
- Preparing budgets and cash flow statements
- Preparing monthly management accounts
- Production of Trial balance and assisting with the preparation of year-end accounts
- Posting sales and purchase invoices
- Processing receipts and payments
- Reconciling bank accounts
- Balancing petty cash
- Posting journal entries, including payroll
- Reconciling nominal ledger control accounts, creditors and debtors
- Preparing and posting pre-payments and accrued income
- Preparing and posting accruals and deferred income
- Maintaining schedules of fixed assets and depreciation
- Dealing with general financial paperwork and filing
- Producing ad-hoc financial and statistical reports as required

Key Working Relationships: CEO; Administration Manager; Accountant/Independent Examiner; Staff; Volunteers; Suppliers; Clients

General requirements of the post-holder:

- To be familiar with and comply with all organisational and operational policies, procedures, protocols and guidelines especially data protection and confidentiality.
- Attend supervision sessions and staff meetings.
- Carry out occasional other duties as agreed within supervision to develop the aims of KDC.
- Undertake personal training as may be required to keep up to date and fulfil the professional requirements identified for this job description.
- To have a collaborative and flexible approach to work undertaken by KDC.
- Contribute to the development of KDC.
- Attendance at quarterly early evening Finance Committee meetings
- The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.
- A commitment to Equal Opportunities and Anti-Discriminatory Practices

All applicants who are offered employment will be subject to a Disclosure and Barring Service record check (DBS) before the appointment is confirmed. Criminal convictions will only be taken into account when they are relevant to the post.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of KDC, in accordance with the organisation's procedures and policies.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some occasional evening work, for which time off in lieu will be granted, subject to KDC's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

Pension

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the Company. Further details are available separately.

Annual Leave & Public Holidays

The annual leave entitlement is 27 days to start, plus normal Bank & Public Holidays. Plus an additional 2 days leave during the Christmas and New Year Period (pro rata). The organisation does not close over the Christmas period.

Equal Opportunities

KDC operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Disability Confident Employer



KDC have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment and retention and career development of disabled people. KDC is an equal opportunities employer. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the essential criteria in the person specification for a job. If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please email recruitment@kdc.org.uk.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted. If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.

Other information

The post-holder may be required to work over and above the basic weekly hours as and when the needs of the business demand.

November 2022

**Part-time Bookkeeper
PERSON SPECIFICATION**

Feature Sought	Essential	Desirable	Measure
Skills and Effectiveness	<ul style="list-style-type: none"> • Able to produce and present clear, concise financial reports to non-finance persons and to the CEO and Finance Committee/Board of Trustees • Preparing and reviewing budgets and cash flow forecasting. • Excellent numeracy and financial awareness. • Able to work on own initiative and prioritise with minimum supervision • Able to cope well under pressure from competing priorities and strict deadlines • Able to communicate confidently with internal and external stakeholders • Able to be self-supporting in the use of computers - word processing, email, spreadsheets and databases. 		LoA/ CV IV
Knowledge	<ul style="list-style-type: none"> • Knowledge of accountancy software systems and applications • Knowledge of the Charities SORP and applicable accounting standards • Knowledge of Microsoft based applications 		LoA CV IV
Experience	<ul style="list-style-type: none"> • Min 2 years' experience of preparing and managing charity accounts • At least two years' paid or unpaid work experience in accountancy • Experience of preparing management accounts • Experience of using accounts software e.g. Xero and SAGE 	<ul style="list-style-type: none"> • Experience of payroll 	LoA/ CV IV
Qualifications	<ul style="list-style-type: none"> • GCSE or higher in Maths • GCSE or higher in English • Part-qualified AAT or similar 	<ul style="list-style-type: none"> • Recognised accountancy qualification (e.g AAT; ACCA; ACA; CIMA or equivalent) 	CV/ Sight of certificate
Other requirements of the job	<ul style="list-style-type: none"> • Ability to understand and adhere to the principles of Equality and Diversity issues • Honesty and integrity 	<ul style="list-style-type: none"> • To have an understanding of the ethos, values and operating environment of voluntary and community sector organisations • Commitment to promote choice, independence, rights and inclusion 	IV

Key:

LoA Letter of Application

CV – Curriculum Vitae

IV - Interview