



Part Time Bookkeeper

JOB DESCRIPTION

Salary:	£12.75 per hour
Hours:	Flexible - 38 hours per month on average
Responsible to:	CEO/Manager
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 Sage 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:

- 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
- Preparing budgets and cash flow statements
- Preparing monthly management accounts

- Chasing late payments from customers
- Production of Trial balance and assisting with the preparation of year-end accounts
- Dealing with general financial paperwork and filing
- Producing ad-hoc financial and statistical reports as required

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

General requirements of the post-holder:

- A commitment to Equal Opportunities and Anti-Discriminatory Practices
- Prepared to become familiar with and adhere to all of the organisation's Policies and Procedures and to comply with KDC's Health and Safety requirements.
- A commitment to undertake the necessary training and development activities in order to fulfil the role and potential.
- Attendance at staff meetings, external events and other meetings as required.
- Any other duties considered necessary to further the aims of the organisation.

All applicants who are offered employment will be subject to an enhanced 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.

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.

May 2016

Part-time Bookkeeper

PERSON SPECIFICATION

Feature Sought	Essential	Desirable	Measure
Skills and Effectiveness	<ul style="list-style-type: none"> ▪ High levels of numeracy and literacy ▪ Good self-organiser and ability to work on own initiative and prioritise with minimum supervision ▪ Methodical with a high level of accuracy and attention to detail ▪ good attention to detail ▪ The ability to solve problems and analyse figures ▪ The ability to work to strict deadlines ▪ Ability to cope well under pressure from competing priorities and strict deadlines ▪ Honesty and discretion ▪ Confident and helpful with the ability to deal with enquiries from clients, suppliers and other agencies 	<ul style="list-style-type: none"> ▪ Ability to contribute to the development and maintenance of financial systems and processes ▪ Ability to work as part of a team 	Application Form/ Interview
Knowledge	<ul style="list-style-type: none"> ▪ Proficient SAGE 50 Accounts software user ▪ Expert knowledge of Microsoft Excel 	<ul style="list-style-type: none"> ▪ Knowledge of accountancy software systems and applications ▪ Knowledge of the Charities SORP and applicable accounting standards ▪ Knowledge of windows based applications such as Word and Outlook. 	Application Form/ Interview

Feature Sought	Essential	Desirable	Measure
Experience/ Achievements	<ul style="list-style-type: none"> ▪ Experience in bookkeeping and accounting processes, including bank reconciliations ▪ Experience in producing financial information and reports ▪ Experience in using Microsoft Excel, particularly import/export functions and uploading files using other software applications 	<ul style="list-style-type: none"> ▪ Experience of preparing budgets ▪ Experience in cash flow forecasting ▪ Experience of producing Charity/NGO accounts ▪ Experience in maintaining accounts for Charity and related trading entity 	Application Form/ Interview
Education / Qualifications / Professional Membership	<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"> ▪ AAT ▪ NVQ, Diploma or similar qualification in Business Administration ▪ CIMA ▪ CIPFA 	Sight of Qualifications
Other requirements of the job	<ul style="list-style-type: none"> ▪ Commitment to promote choice, independence, rights and inclusion. ▪ Ability to understand and adhere to the principals of Equality and Diversity issues 	<ul style="list-style-type: none"> ▪ Car owner with clean driving licence. 	Sight of Driving Licence