



Job Description

Job Title:	Part-time Bookkeeper
Salary:	£12.50 per hour
Hours:	Approximately 7 hours per week 9.00 am to 5.00 pm
Responsible to:	CEO/Manager, Knowsley Disability Concern
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

- An accurate set of year-end account balances is produced for preparation of statutory annual accounts
- All financial transactions are up to date
- Management accounts and budgetary reports are produced on a quarterly basis
- Cash flow forecasts are produced on a quarterly basis
- The integrity of the accounting systems and controls is maintained

Key Duties: 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 cash flow statements
- Preparing budgets
- Preparing financial reports
- 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: Manager / Staff / Accountant / Independent Examiner
Supplier / Clients

Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The post-holder is expected to familiarise themselves with and adhere to all of the organisation's Policies and Procedures.
- The post-holder must comply with Knowsley Disability Concern's Health and Safety requirements.
- All applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. Criminal convictions will only be taken into account when they are relevant to the post.