

Position	Bookkeeper
Responsible to	Senior Bookkeeper
Job Description	Responsible for entering all relevant financial data and preparation of accounts

Duties and Responsibilities

- Entering data in Purchase and Sales ledgers
- Managing supplier payments
- Chasing up unpaid accounts
- Banking of monies received
- Account reconciliations
- Investigation of variances
- Assisting the accountant with audits and preparation of reports
- Assisting with the preparation of management accounts
- Assisting with payroll
- Ensuring all work is carried out in line with the Friars Health and Safety policy, safe systems of work, COSHH regulations and any other written procedures or verbal instructions which may be issued from time to time to improve safety, and to attend Health & Safety meetings when required
- To attend training as and when required
- To accept any minor additions or deletions in the above responsibilities as may, from time to time, be necessary in the fulfilment of the job function.

The above is not an exhaustive list of duties as the role may change to meet the overall objectives of the department. Any major change would first be the subject of discussion and agreement

Person Specification - Bookkeeper

Experience	Essential	Desirable
Experience of using SAGE	√	
Experience of book keeping to trial balance	√	
Understanding of accruals and prepayments	√	
Bank Reconciliation	√	
Knowledge of Excel	√	
Experience of VAT accounting	√	
Experience of Gift Aid		√
Preparation of Management Accounts		√
Payroll experience	√	

Qualifications	Essential	Desirable
Qualification in bookkeeping Level 2	√	
Qualification in bookkeeping Level 3		√

Skills	Essential	Desirable
High level of numeracy and literacy	√	
IT skills	√	
Understanding of the regulatory framework for charities		√

Values	Essential	Desirable
Honesty and reliability	√	
Respectful of all individuals	√	
Sympathetic to the ethos and purpose of The Friars		