

Bookkeeper

Job Title:	Bookkeeper
Employment Type:	14 - 21 hours per week, for a fixed-term period of 12 months
Reporting to:	Finance Manager
Salary:	£9,202.00 min - £13,803 max per annum (depending on hours worked)
Location:	Bath
Date:	December 2021

Job Description

About St John's Foundation Est. 1174:

First established in the 12th century, St John's Foundation in Bath is one of the UK's oldest charities. Originating as an almshouse charity, the St John's of today remains renowned for its almshouse provision but has extended its reach to include supporting disadvantaged children and people of all ages who are in crisis in Bath and the surrounding area. St John's is committed to its values of courage, kindness and trust and is proud to be an inclusive and supportive organisation with a focus on staff development and progression.

About the Role:

As a core member of the St John's finance team, you will be responsible for assisting our Finance Officer in keeping timely and accurate financial information on behalf of the Charity. This includes managing purchase and sales ledgers and completing bank reconciliations. You will also support the wider finance team in continuously improving processes.

What will I be responsible and accountable for?

Duties

- Assisting in purchase ledger management, including:
 - Processing awards and purchase invoices in our software (HansaWorld - Standard ERP and QuickBooks)
 - Ensuring purchasing and authorisation procedures have been followed
 - Setting up regular BACS runs and distributing remittance advice
- Assisting in sales ledger management, including:
 - Raising monthly, quarterly, and ad hoc sales invoices
 - Reconciling customer accounts and managing queries
 - Posting receipts from bank statements
- Aiding in the completion of bank reconciliations for several accounts, in a timely way
- Preparing monthly management accounts for a small venture in our Trading arm, including checking income and expenditure reports back to original invoices
- Recording transactions reported by our listed investment managers
- Responding to queries from colleagues, customers, and suppliers quickly and helpfully
- Supporting with business improvements, including the implementation of new systems

and procedures

- To work independently and as part of a team, providing cover for the members of the Finance team, as required

Other Duties

- Work collaboratively with all colleagues across the organisation
- To attend team meetings
- To attend training as required
- To carry out any other ad-hoc duties as and when required
- Identify opportunities for improvement in the processes involved

Operational Goals

- For St John's to have accurate and up to date financial records at all times
- Establish, develop, and maintain effective working relationships with customers, suppliers, and colleagues
- Represent St John's Foundation positively at all times
- Actively seek out and implement opportunities for continuous improvement of the bookkeeping processes and functions

Our Values

- Courage
- Trust
- Kindness

Job Requirements

Knowledge, Skills & Experience:

Essential

- AAT qualified
- Demonstrable bookkeeping experience
- Excellent Excel skills (including v-lookups and pivot tables)
- Proficient in Outlook, Teams, and Word
- Confident in asking for help from colleagues when it's needed
- Excellent interpersonal skills
- Able to adjust style of communication according to needs

Desirable

- Experience of bookkeeping for a property manager – including dealing with rents, tenancy changes and capital projects
- Experience of working with the over 65s

- Experience in an organisation with many cost centres / budgets.
- Familiarity with QuickBooks Online and HansaWorld Standard ERP (training will be provided).
- Knowledge of Data Protection legislation

Personal Attributes

- Excellent attention to detail
- Comfortable working in a fast-paced deadline-driven environment
- Personable and approachable
- Enthusiasm and willingness to develop self and the responsibilities of the new role
- Self-motivated with a “can do” attitude
- Able to work both as part of a team and independently

Print Name: Jennie Crosfield

Signed:

Date: