

Bookkeeper - Part Time

Bath BA1

Hybrid remote

Up to £9,202 a year - Full-time, Temporary contract

Full Job Description

About St John's Foundation Est. 1174:

St John's Foundation is a local charity that has supported the people of Bath and the surrounding area for almost 850 years. Today, we work with our partner organisations to build communities where children can grow into happy, healthy and educated members of society, while continuing to honour our founding principle of supporting older adults to live independently. Every aspect of our work is built upon our values of **trust, kindness** and **courage**, and inspired by our purpose: **To change lives. For good.**

As a core part of the St John's finance team, you will assist 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 reinforce the wider finance team in continuously improving processes.

The successful applicant will be based at our office in the centre of Bath, but hybrid working is possible. Whilst a regular weekly pattern of work is important, the hours can be split across the working week to fit around life. If you are currently studying towards an accountancy qualification, training assistance will be considered.

St John's Foundation Est 1174 is an Equal Opportunities employer, and we strive to have a workforce that represents a diverse range of people within our community.

Benefits: Training – Mandatory & Statutory, Contributory pension scheme, Health-Care – currently BUPA Medical Care (this is a taxable benefit), Occupational Sick Pay, Death-Service Scheme from day one, Tech Scheme, Cycle to Work Scheme.

Hours: 14 hours per week (6 month contract with the potential to become permanent)

Salary: £9,202 per annum

About the Role:

Duties

Assisting in all bookkeeping, including:

Sales ledgers

Purchase ledgers

Bank reconciliations

Preparing monthly management accounts for a small venture in our Trading subsidiary.

Recording transactions reported by our listed investment managers in Excel

Answering queries from colleagues, customers, and suppliers quickly and helpfully

Driving through 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

Working in partnership with colleagues across the organisation

Carrying out any other ad-hoc duties as and when required

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

Actively seek out and implement opportunities for continuous improvement of the bookkeeping processes and functions

Job Requirements

Knowledge, Skills & Experience:

Essential

AAT part-qualified or qualified

Demonstrable bookkeeping experience

Excellent Excel skills (including v-lookups and pivot tables)

Proficient in Outlook, Teams, and Word

Excellent relationship building 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

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

Important Information

Due to the nature of the role, you will need to complete a criminal record disclosure (DBS check).

We are dedicated to safeguarding and promoting the welfare of adults we work with, all staff and volunteers are required to have this commitment.

Job Types: Full-time, Temporary contract

Contract length: 6 months

Salary: Up to £9,202.00 per year

Benefits:

- Company events
- Company pension
- Cycle to work scheme
- Life insurance
- Private medical insurance
- Sick pay
- Wellness programmes

Schedule:

- Day shift
- Monday to Friday

Experience:

- SAP Finance & Controlling: 1 year (required)

Application deadline: 24/06/2022