

## Bookkeeper

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Job Title:	Senior Bookkeeper
Employment Type:	35 hours per week – possible flexibility
Reporting to:	Finance Manager
Salary:	£28,000
Location:	Bath
Date:	March 2024

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## Job Description

### About the role:

St John's Foundation is a local charity which aims 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 be responsible for 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.

The successful applicant will be based at our office in the centre of Bath, with the potential for occasional remote working. Hours will be agreed in advance between the successful applicant and the Finance Manager, between Monday – Friday (8.30am to 5pm). The ideal candidate will be able to increase hours occasionally to meet the needs of the organisation (paid pro rata).

### **What will I be responsible and accountable for?**

#### **Duties**

- Purchase ledger management, including:
  - Processing awards and purchases 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.
- Sales ledger management, including:
  - Raising monthly, quarterly, and ad hoc sales invoices.
  - Reconciling customer accounts and managing queries.
  - Posting receipts from bank statements.
- Completing 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.
- Assisting the Management Accountant with month-end and year-end tasks.
- 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

#### **Key Behaviour indicators**

- Courage
- Trust
- Kindness

#### **Job Requirements**

##### **Knowledge, Skills & Experience:**

##### **Essential**

- AAT qualified or other financial qualification
- 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:**