



Bookkeeper

Job Description and Person Specification

Main Purpose of the Job

The main purpose of the post of Bookkeeper is to manage all financial matters for the Red Brick Building.

Reports to: Treasurer (Board) and Project and Enterprise Manager

Main relationships: liaise with key RBB staff including Arts and Events Manager, Administrator and RBB customers and users.

Scope of the Job

- Managing day-to-day company finances including wages, payments, grants and general accounts

Duties and responsibilities

Finance

- To be responsible for inputting all financial transactions, including sales and purchase invoices, into the accounting software (Xero), and reconciling transactions.
- To manage the debtor's ledger and chase payment, as and when needed.
- To produce accurate clear monthly reporting to the directors, managers and staff for Board meetings
- Manage quarterly VAT returns
- Prepare financial information for budgeting and forecasting in close liaison with appropriate staff, in particular the Project and Enterprise Manager and Arts and Events Coordinator
- Produce financial information to support grant applications and to monitor expenditure of any grants awarded
- Ensure robust financial records and controls are in place
- Prepare annual accounts and liaise with auditors as required
- Disseminate relevant financial information to Board, staff, members and others as required
- Invoice, receive and bank rental and other income, including donations and shares
- Manage petty cash
- Management of solar panel Bond scheme and annual payment of interest

HR/ Payroll

- To run the monthly payroll and all ensuing administration.

General

- Be a fully integrated member of the RBB team
- Be an enthusiastic and committed ambassador for the Red Brick Building and its key objectives
- Develop clear and open methods of communication with other staff
- Work independently at all times showing initiative and actively foster a 'can do' culture which will guarantee the success of the project
- Undertake additional duties commensurate with the post as may reasonably be requested from time to time
- Ensure activities meet with and integrate with RBB's requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care

Person Specification

- AAT Qualification desirable
- Excellent Book keeping and administrative skills
- Experienced of using Xero desirable
- Personable and a good communicator
- Efficient with attention to detail
- Enthusiasm for the project

TERMS AND CONDITIONS

This position is self-employed.

Employer: Red Brick Building Tenancy. Company number 30775R

Location: Morland Road, Glastonbury, Somerset BA6 9FT

Hours per week: Between 8 and up to a maximum of 12 hours a week.

Days/Times: 3 days a week for 4 hours a day. Actual days to be agreed.

Contract term: term to be agreed

Annual leave: not applicable

Remuneration: £12.50 per hour

Deadline

The closing date for this position is 12pm Tuesday 2nd January 2018

Interviews to be Tuesday 9th January 2018

Applications accepted using RBB application form only. No CVs and no agencies.