

## Bookkeeper

### Job Description and Person Specification

#### Summary

The post of Bookkeeper is to manage all financial matters for the Red Brick Building (RBB) including income and expenditure, wages, general accounts and grants.

We are looking for a team player who will liaise with other RBB staff, Board members and volunteers to ensure the smooth running of the project.

#### Duties and responsibilities

- To be responsible for inputting all financial transactions, including sales and purchase invoices, into the accounting software (Xero), and reconciling transactions
- Issue invoices for bookings and rentals and record payments
- Bank reconciliation
- To run the monthly payroll and all ensuing administration
- Maintain Petty Cash record
- To manage the debtor's ledger and chase payments
- Manage quarterly VAT returns
- Bank all cash received from all areas of the organisation
- To produce accurate monthly reports to the Board and attend Board meetings
- Management of solar panel Bond scheme and annual payment of interest
- Correspond with queries that arise from invoices, and liaise with the team to resolve
- Work with Events Manager to ensure that evening and weekend income is received
- Work with the team to ensure that the correct invoices are issued to RBB from suppliers in accordance with agreements
- Prepare financial information for budgeting, forecasting and grant applications
- Monitor expenditure of any grants awarded
- Prepare annual accounts and liaise with auditors as required
- Support the ethos of the project, and the staff and volunteer team

#### Person Specification

- Excellent bookkeeping and administrative skills
- AAT Qualification desirable/experience of using Xero desirable
- Enthusiasm for the project

#### TERMS AND CONDITIONS

<b>Employer</b>	Red Brick Building Tenancy. Company number 30775R
<b>Location</b>	Red Brick Building, Morland Road, Glastonbury, Somerset BA6 9FT
<b>Hours</b>	Between 8 and 10 hours a week
<b>Remuneration</b>	£12.50 per hour
<b>Other</b>	Contract details including self-employment, days, times and annual leave are negotiable