

Age UK Bournemouth, Poole & East Dorset

Job Description

POST TITLE:	Bookkeeper/Accountant
SALARY SCALE:	£11731pa
HOURS:	18 hours per week to be worked Mon- Wed 9.30-4pm
RESPONSIBLE TO:	Chief Executive and Executive Committee of Age UK Bournemouth, Poole & East Dorset
RESPONSIBLE FOR:	Accounts Assistant
BASED:	700 Wimborne Road Winton BH9 2EG
PURPOSE	To provide the Chief Executive and Board of Trustees with up to date information regarding the financial status of the charity.

1) Main Tasks

Data input into Sage One online to maintain up to date financial information for the charity.

Production of annual budgets, forecasts and re-forecasting where required.

Monthly management accounts to show actual results against budget and forecast.

Production of financial information to support grant applications and ongoing reporting to grant and other funding providers.

Bank and other Balance Sheet reconciliations.

Preparation of monthly debtors list

Ensuring debtors and creditors are paid on time.

Oversight of cash and banking.

Gift aid claims.

Dealing with annual reporting process and independent examiners.

Prepare and produce all payroll information that is required each month in the absence of the Chief Executive, which is to be sent to our payroll provider

Attend Finance Committee meetings as and when required

Be responsible for the Account Assistant

Comply with all Age UK Bournemouth, Poole, and East Dorset policies,

The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the organisation, and in keeping with the general profile of the post.

Essential Criteria

2 or more years' experience

Be accurate, meticulous, and used to working to strict deadlines.

Experience of Sage One online

Experience of setting budgets, forecasting and cashflows.

Excellent IT skills such as excel.

Ability to produce management accounts.

Desirable Criteria

Experience of all aspects of PAYE

Experience of partial exemption VAT

Previous line Management experience

Knowledge of Charity SORP and Companies Act and experience of fund Accounting.