

**Bookkeeper**

*Job Description*

v. March 2019

12 hrs/wk in Braziers Office during normal working hours, at times by mutual agreement.

* Reports to the Treasurer.
* Keeps a record of all BPSISR’s financial transactions.

**Specifically:**

* Enters all items of income and expenditure into Quickbooks, and ensures regularly backed up.
* Reconciles Quickbooks records with bank statements monthly.
* Receives all properly authorised bills, invoices and expense claims. Issues payments and files paperwork.
* Supervises and reconciles all petty cash expenditures and petty cash floats
* Handles and records all payments received – bank transfers, cash, cheques and card payments (through Stripe payment gateway).
* Issues invoices and sales receipts for bookings, rent, meals and utilities as required.
* Initiates utilities readings. Reports to Ofgem for the Renewable Heat Incentive payments once a quarter.
* Administers deposits received for rental properties through the Deposit Protection Scheme (DPS).
* Records all expected payments and invoices issued, and provides monthly reports of any unpaid.
	+ including all rents expected;
	+ liaise with Admin team regarding external bookings;
	+ liaise with Education team regarding course income.
* Assembles all monthly data for external Payroll Clerk. Issues payments once deductions calculated and distribute payslips, P60s and P45s. Make payments to HMRC and pension payments to NEST when relevant.
* Maintain records of timesheets for non-resident employees.
* Produces monthly management accounts for CoM, showing incomes, expenditures and account balances.
* Prepares all books and documents for annual accounts, and answers Accountants’ queries.
* Provides data and reports to Treasurer and residents upon request.
* In the event of a donation campaign, administer Gift Aid claims.
* Carries out other tasks relating to Finance, as requested by Treasurer.

**Person Specification**

* Bookkeeping experience.
* Able to operate Quickbooks Online Plus (some tuition and familiarisation allowed for).
* Methodical, patient and professional.
* Pro-active and able to work independently, able to listen and learn.
* Honest & trustworthy.
* Punctual and reliable.