

# CARERS SUPPORT CENTRE (CSC)

## JOB DESCRIPTION

<b>Job title:</b>	Finance Officer / Bookkeeper
<b>Responsible to:</b>	Finance Manager
<b>Salary:</b>	£26,249 per annum pro rata
<b>Hours of work:</b>	25 hours per week
<b>Place of work:</b>	Vassall Centre, Fishponds, Bristol, BS16 2QQ

### Main Aims of the post

#### To:

Support the Finance Manager in the effective management of the organisation's finances through the accurate maintenance of financial records. This is a varied role with lots of scope for development of existing knowledge and skills as well as the opportunity to develop in new areas.

### Key Tasks

#### To:

#### Accounts:

- 1.1 enter all supplier invoices, staff, volunteer and carer expenses, payments, and receipts into our QuickBooks accounting package in an effective and timely manner dealing with any queries as necessary
- 1.2 to be responsible for sales invoicing, management of the sales ledger and credit control
- 1.3 ensure all receipts are reconciled and banked in a timely manner.
- 1.4 reconcile all bank accounts and credit card statements monthly
- 1.5 be responsible for the administration of Petty Cash and reconcile Cash Collections

1.6 prepare payment runs ensuring all supplier invoices and expenses forms are paid promptly

1.7 prepare monthly control account reconciliations

**Other:**

2.1 assist the Finance Manager with preparing the monthly payroll

2.2 assist the Finance Manager with reporting and other areas of finance work, as required

## **PERSON SPECIFICATION**

### **Experience / Skills**

- Computer literacy (MS Office Suite) and confident in using accounting and payroll software (we currently use QuickBooks)
- Excellent numeracy and financial awareness
- Knowledge of office administration and bookkeeping procedures
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Financial procedures including cash handling and cash security
- Purchase ledger and accounts receivable
- Excellent written and verbal communication skills comfortable dealing with a wide variety of people both internally and externally

### **Personal Attributes**

- Flexible and adaptable to deal with changing demands of the role
- High standard of accuracy and attention to detail
- Ability to work to deadlines and as part of a team

### **Desirable:**

- Relevant basic accounting or bookkeeping qualification
- Use of Quickbooks online accounting and payroll packages
- Understanding of the needs and issues affecting carers
- Experience of finance in third sector/ charities
- Payroll experience
- Comfortable with confidential information, data protection, HMRC and Auto-Enrolment legislation.

**January 2022**