

Job Description:

The role of the **'Book-keeper'** is to support the Director and volunteer Hon Treasurer, in delivering the Society's finance activities.

Main duties and responsibilities:

Finance:

- Liaise with the society's external payroll provider to ensure payroll is processed for the 25th of each month and set up payments in Barclays bank
- Set up the payment of supplier invoices and staff expenses twice monthly on 10th and 25th of the month, ensuring that the correct level of authorisation is obtained.
- Undertake monthly book-keeping and bank reconciliation using QuickBooks accounting software, including manual import of Sagepay/Opayo transactions and manual input of card machine income
- Raise customer invoices in Quickbooks on an ad-hoc basis and chase debtors
- Manage restricted income in Quickbooks and provide reporting where required,
- Prepare annual costing for Historic England grant and other grants where required, and provide bi-annual reporting on spend.
- Manage donations received via CAF, Charities Trust and BACS
- Payin cash/cheques to a local bank branch
- Support the volunteer Hon Treasurer with the production of the annual budget
- Support the volunteer Hon Treasurer with the production of the Quarterly management account
- Work with Volunteer Hon Treasurer and Independent Examiners to produce year end accounts – including balance sheet year end journals to produce a Trail Balance
- Coordinate completion of bank mandate forms by Directors/Trustees and inform bank of changes in Directors/Trustees
- Ad-hoc duties associated with finance

For more information and to apply, email coordinator@c20society.org.uk