



SeaChange Arts Trust

Job description: Bookkeeper

Hours: Part-Time 3 days per week

Salary: £24,000 pro rated

Reports to: Director

Direct Reports: None

Main Role: To process the organisation's day to day financial systems in line with company financial procedures and internal audit processes in order for the monthly management accounts to be maintained by the Company Accountant.

Depending on skills and experience, there may also be the possibility of extending the role to a full time position, combining bookkeeper and office management functions.

Hours: P/T flexible working arrangements can be negotiated. Hours can be spread across 5 working days or to fit in with school times.

Depending on skills and experience, there may also be the possibility of extending the role to a full time position, combining bookkeeper and office management functions.

Main responsibilities:

- To act as a counter signatory for online banking.
- Maintenance of SAGE accounting records to trial balance and full control of ledgers.
- Invoice and Staff Expense Processing (Creditors) – to process supplier invoices on a monthly basis, allocating payments onto SAGE and preparing payments for authorisation.
- Invoice Processing (Debtors) – to prepare customer invoices on a monthly basis, allocating onto SAGE, monitoring and chasing late payments.
- Ensure all transactions are processed only after being coded and authorised correctly – in line with organisational financial procedures and ensuring all transactions are recorded with both nominal and department.
- Credit Card – Reconcile monthly credit card statements and receipts, allocating individual payments on SAGE.
- Extract data from online booking system to reconcile classes and events income.
- Banks / Banking – Ensure cash income is deposited and bank statements reconciled on a weekly basis.
- Funds Management – Arrange for sufficient cash to be transferred to and from bank account in order to meet day-to-day transactions in conjunction with line manager.

- Cash Management – Arrange for weekly banking of cash income and reconciling petty cash.
- Internal Audit – Before processing, ensure payments have been authorised appropriately and income has been allocated correctly.
- Record keeping – Maintain records of work undertaken in electronic and hard copy form at a level which meets the needs of external auditors.
- Payroll and HMRC administration – Oversee the work outsourced to the payroll agency and inform payroll of hours worked by casual staff. Prepare monthly payroll, pension and HMRC payments.
- Project Reports – Provide SAGE project reports to project managers on a regular basis.
- Attend and participate in meetings as appropriate.
- Liaise with staff, project partners and suppliers as appropriate.
- To maintain a high level of confidentiality at all times throughout all duties and responsibilities.
- Undertake relevant training and professional development to fulfil all aspects of the role.
- Any other duties reasonably compatible with/arising from the duties specified above and in line with the scope of the post.

SeaChange Arts Trust
Person Specification: Bookkeeper

	Essential	Desirable	Evidence
Qualifications/Education			
Experience and proficiency in using SAGE 50, 2016	x		
GCSE English and Maths or equivalent qualification.	x		
Experience/Abilities			
Office organisational experience	x		
Experience of working in a team		X	
Experience of prioritising a diverse workload.		X	
Ability to act on own initiative and organise personal workloads effectively.	x		
Experience of administering financial processes, including collection of money	x		
Experience of reporting to deadlines.		X	
Experience of online banking		X	

Experience of bookkeeping with in a small organisation		X	
Knowledge:			
Excellent IT skills (SAGE, Word, Excel)	X		
Working knowledge of spreadsheets	x		