

Sylva Foundation Bookkeeper – detailed responsibilities

The bookkeeper will:

- keep up to date records of all financial transactions keying entries to the current accounting software.
- produce bank reconciliations immediately after the month end.
- update the cashflow with actual/budget figures on a monthly basis and produce other.
- information for cashflow purposes, e.g. department code reports, restricted funds reports.

SALES LEDGER

1. 1st of each month:
 - a. Raise sales ledger invoices on *SAGE* for tenants and other users of the Wood Centre. Email invoices to customers.
 - b. Raise sales ledger invoices on *SAGE* for land or other space rented at the Sylva Wood Centre site. Email invoices to customers.
2. As required:
 - a. Raise other sales ledger invoices as required by the CEO and Director of Operations.
3. Customers' payments:
 - a. Code and record payments received from customers.
4. Other income:
 - a. Code and record all other income:
 - i. Donations received via *Charity Checkout*
 - ii. Payments made via *PayPal* for courses or shop sales
 - iii. Any donations received by cash, cheque or bank transfer.

GIFT AID

5. Charity Checkout records and apply for all gift aid due on donations which they process. Gift aid will be paid into the CAF Bank account directly from *HMRC*.
6. Occasionally, you will be required to apply for Gift Aid directly via *HMRC's* website. This will occur when gift aided donations are sent directly to Sylva.

AGED DEBTORS

7. Monitor customers' accounts and send out statements of account when necessary.

PURCHASE LEDGER

8. Code and record all supplier invoices.
9. Pay invoices via *CAF Bank* on line, record the payment in *SAGE*.
10. Code and record all other payments made from the *CAF Bank* account or *PayPal* account, direct debits or card payments.
11. Reimburse Sylva staff for expenses incurred during the performance of their duties.

BANKING AND BANK RECONCILIATIONS

12. Pay cash or cheques into the *HSBC bank* in respect of the *CAF Bank* account.
13. Reconcile all transactions on the Sylva bank accounts with entries on *SAGE*, including the current account held at *CAF Bank*, the deposit account held by the *Affirmative Deposit Fund* and funds received via *PayPal*.
14. At the month-end, download closing balances for bank accounts and control accounts from *SAGE* and at the same time as producing the month end cashflow, include this data on the cashflow spreadsheet.

CONTROL ACCOUNTS

15. A series of control accounts on *SAGE* are set up to ensure clarity in respect of all balances and transactions relating to restricted and designated funding.
16. During the month, you will be asked to transfer funds between the *CAF Bank* account and the *Affirmative Deposit* fund.
17. On an as needed basis, you will transfer funds from the *Affirmative Deposit Fund* to the *CAF Bank* current account.

NOMINAL LEDGER

18. Record all transfers of funds using journal entry system on *SAGE*.
19. Maintain the chart of accounts and update when new codes are required.
20. Department codes are used to identify the project or type of work for which income is received and payments made.

VAT

21. All income and expenditure should have the correct VAT code assigned at the point of entry to *SAGE*.
22. Sylva's work includes business and non-business activities. VAT codes should be assigned accordingly.
23. A quarterly report can be produced on *SAGE* to show whether a payment is due to *HMRC* or a refund due to Sylva from *HMRC*.
24. VAT returns are processed on *SAGE* with direct uploading to *HMRC* via the web.
25. Payments to *HMRC* are made via *CAF Bank* online.

PAYROLL

Salaries for Sylva staff are processed off-site. You will liaise with off-site provider to oversee payroll.

26. Payments of net salaries plus Tax and NI due to *HMRC* each month are keyed into *CAF Bank* online by the payroll manager. The payments have to be authorised by a signatory to the *CAF Bank* account which may be the CEO, the Director of Operations or the bookkeeper.
27. It is the duty of the bookkeeper to advise the payroll manager of any changes to salaries, to key in the payroll data on *SAGE* and to reconcile the related banking transactions at the end of the month.
28. Payments in respect of staff and employer pension contributions are set up and paid by Direct Debit.
29. It is the duty of the bookkeeper to advise the pension companies when any direct debit amounts need changing and to ensure that the correct amount of contributions are paid over and keyed to *SAGE*.

END OF FINANCIAL YEAR - PROCESSING

Sylva's financial year is 1 April to 31 March.

30. At the year-end you will be required to work with the Independent Examiners (*Wenn Townsend*) providing the accountants with accurate and timely data for preparation of the accounts in SORP format.
31. After the Independent Examination there will be journals to be entered on *SAGE* prior to running the year end processes on *SAGE*.

OTHER INFORMATION

32. Sylva staff use *Google Mail* for email communications. You will need to monitor the email traffic regularly as notification of the following are sent by email:
 - a. *PayPal* transactions.
 - b. Charity Checkout transactions.
 - c. Incoming supplier invoices.
 - d. Incoming remittance advices.
 - e. *CAF Bank* alerts (for example, when there are messages to read on the *CAF Bank* website).
 - f. The *SAGE* helpline: responses are received by email.