



# Bookkeeper

[date]

**Contract:** Permanent, part-time (0.4 FTE). Flexible working supported.  
Full details are specified in the Contract of Employment.

**Reporting to:** Director of Operations

## Summary:

As the Sylva Foundation's *Bookkeeper* your main roles are to maintain and record the charity's financial activities, working closely with other team members to support and monitor activities, and to ensure the timely filing of accounts with HMRC and Independent Examiners.

## Key Responsibilities:

1. To maintain an up-to-date and accurate record of all financial transactions using SAGE 50 accounting software.
2. To maintain a comprehensive filing system in hardcopy, for audit, which comprises:
  - a. Sales Ledger:
    - i. Documentation supporting all income received.
    - ii. Invoices raised in respect of rent and other monies due from tenants and users of the Sylva Wood Centre.
  - b. Purchase Ledger:
    - i. Invoices from suppliers and payments to suppliers.
    - ii. Other documentary evidence of purchases made by Sylva staff by debit card/CAF card.
    - iii. Regular payments made by direct debit.
  - c. Bank reconciliations:
    - i. Reconcile CAF (Charities Aid Foundation) bank account.
    - ii. Reconcile Affirmative Deposit Fund.
    - iii. Reconcile PayPal account.
  - d. Payroll:
    - i. Payroll reports.
  - e. VAT file, quarterly reports.
3. To produce up-to-date and accurate financial information for the Director of Operations on a monthly basis and for budget holders, as and when required.

## Core Competencies:

- AAT qualified to Level 4 or above
- Experience of using SAGE 50 accounting software, or similar.
- Experience and knowledge of accounting in the charity sector.
- A firm working knowledge of the rules and regulations of Charity Commission/OSCR relating to fund accounting and preparation of SORP accounts.
- Knowledge of rules and regulations for VAT-registered charities, including preparation and submission of quarterly returns.
- Competent user of Excel for financial reporting.
- Ability to work to regular deadlines.
- Self-motivated.