

JOB DESCRIPTION

SENIOR BOOKKEEPER

JOB TITLE	:	Senior Bookkeeper (part-time - 22 hours per week)
ACCOUNTABLE TO	:	SHA Board of Directors via the Chief Executive
REPORT TO	:	Chief Executive
QUALIFICATIONS	:	HND Accounting, membership of the Institute of Certified Book Keepers, minimum of three years bookkeeping experience
SALARY	:	£23,083 - £25,531 (pro rata)

JOB SUMMARY

To maintain accurate financial information using the charity's SAGE Professional and Keytime software packages. Timeously process and arrange payment of invoices and manage the payroll function. With support from the charity's chartered accountant to provide monthly management accounts and work with the Senior Management team to review budgets. Provide support to project staff by giving financial information when needed. Oversee internal audit processes within the Finance team and ensure there are adequate checking mechanisms and documentation of processes. Provide first-line management, support and supervision to the Bookkeeper.

MAIN DUTIES AND RESPONSIBILITIES

1. Comply with the professional accounting standards set out by the Institute of Certified Bookkeepers
2. Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable, accounts receivable and payroll.
3. Prepares and issues invoices and follows up on late accounts in accordance with established procedures. Pays approved invoices.
4. Prepare, process and check payroll using the charity's payroll system.
5. Maintains bank account records; reconciles bank accounts and balances chequebooks.
6. Manage the process of claiming funding payments from a range of funding agencies.
7. Prepare monthly management accounts for the Senior Management team with support from the accountant.

8. Document the finance processes and review them regularly.
9. Provide first-line management supervision and support to the Bookkeeper.
10. Ensure there are sufficient internal checking processes to minimise errors.
11. Prepare various accounting summaries and reports. Compiles, maintains and produces statistics and reports of financial records.
12. Support the Senior Management team and Service staff by dealing with queries about financial matters and providing financial information within agreed deadlines.
13. Assist the accountant in the preparation for audit and the production of financial statements, budgets and other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.
14. Performs other related duties as required.

Notes:

1. This job outline reflects the main tasks and responsibilities discharged by the postholder at the present time; however the SHA reserves the right to alter or amend the content of this job outline to reflect changes to the job or services provided, while maintaining the overall character and level of responsibility for the post.
2. Notwithstanding any information or statement described within this job outline, all duties must be carried out in a way that promotes equality of opportunity, dignity and respect for all individuals and which is consistent with the SHA's stated policy on equal opportunities.
3. The successful candidate will be subject to an Disclosure Scotland Police Act check. Having previous convictions will not automatically disbar you from working at the SHA (with the exception of offences against children or other vulnerable groups) and every case is taken on an individual basis.
4. The duties and responsibilities of this post will be undertaken in accordance with the policies of the SHA.

May 2017