



## **Role Profile and Person Specification for the Role of:**

### **Bookkeeper**

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**REPORTING TO:** Centre Manager and Finance Committee

**Hourly rate:** Dependent on experience

**Hours:** 15-20 hours per month. This role could be as an employee of HEART or in a freelance position. Remote working is possible, but some work will need to be undertaken at HEART.

#### **ROLE SUMMARY:**

To be responsible for the timely and accurate financial reporting for HEART on a monthly and annual basis. To contribute to the efficient running of the Centre by ensuring strong financial processes and reporting are met. Overall, this role will assist in HEART achieving its aims and vision.

All staff are expected to observe all health and safety at work regulations as set out by HEART in accordance with its statutory obligations.

Due to the nature of HEART and its operations, applicants should be aware of the need for flexibility and to be able to prioritise successfully.

#### **KEY RESULT AREAS:**

##### **Financial**

- Collating figures from the various revenue streams
- Overview of Credit Card Reconciliation
- Monthly Bank Reconciliation
- Ensure all financial data is input into Xero in an accurate and timely manner
- Provide accurate and timely monthly management accounts on accruals basis, maintaining clear journals/working papers and reconciling to the booking system (BookingsPlus)
- Attend monthly Finance Committee, provide input on areas of 'concern' and record minutes of the meetings for distribution
- Ensure all financial paperwork is audit compliant
- Producing draft end of year accounts and working papers for HEART and liaising with our accountants/auditors.

- Helping ensure all supplier payments are made in a timely fashion
  - Monitor payments received against client invoices and ensure client debt is chased and recovered promptly
  - Reconcile event ticket sales with payments for each event and account for in Xero
  - Reconcile art sales with payments of commission and account for in Xero
  - Maintain and update the Fixed Asset Register, loan records and deferred grants
  - Assisting in maintaining an up to date cash-flow and producing an annual budget
  - Reviewing and submitting quarterly VAT Return
  - Assisting in calculating monthly payroll, pensions and furlough claims (currently using Moneysoft Payroll Manager)
- Assisting with other ad hoc financial data required/requested

The post holder shall:

- Be accountable for their own continuous personal development and ongoing training
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- Carry out any other relevant duties as requested by the Centre Manager

In addition all employees are expected to work within the terms of their contract of employment and adhere to HEART instructions, values and behaviours.

#### KEY RELATIONSHIPS:

Centre Manager and Finance Committee

#### PERSON SPECIFICATION

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements, and applicants lacking these attributes are less likely to be considered for the post. “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

However, success in this post is determined by the drive, interest and determination of the person to bring our centre.

#### KNOWLEDGE, SKILLS AND EXPERIENCE:

Skills	Essential	Desirable	Method of Assessment:
1. Excellent organisational skills and attention to detail;	X		Application Interview Test
2. Time-management skills and the ability to work under pressure;	X		AI

3.	Problem-solving skills and diplomacy;	X		AI
4.	Strong communication and planning skills	X		AI
5.	Able to maintain confidentiality and understanding of Data Protection	X		AI
6.	Ability to manage multiple projects independently and prioritise effectively	X		AI
7.	Ability to analyse information and produce reports accordingly	X		AI
Experience/knowledge		Essential	Desirable	Method of Assessment
1.	Experience of financial/bookkeeping processes	X		AI
2.	Relevant experience of producing monthly management accounts	X		AI
3.	Experience of preparing annual accounts	X		AI
4.	Experience of monthly bank reconciliations	X		AI
5.	MS Office proficiency	X		A
6.	Experience of non-profit/community organisations		X	AI
7.	Experience of working/liaising with volunteers		X	AI
8.	Experience of raising client invoices	X		AI
9.	Experience of credit control and the pursuit of payment	X		AI
10.	Experience of using Xero (or similar accounting package)		X	AI
11.	Experience of room booking software		X	AIT
Education and qualifications		Essential	Desirable	Method of Assessment
1.	GCSE Maths & English Grade C or above	X		A
2.	Qualification or demonstrable experience working with IT, office packages, sharepoint	X		AT
4.	Relevant bookkeeping qualification (eg AAT)	X		A
Behavioural and Other Related Characteristics		Essential	Desirable	Method of Assessment
1.	Self-motivated & proactive with the ability to use initiative and take responsibility	X		I
2.	Resilient and determined to overcome obstacles	X		I
3.	Able to work flexibly	X		I

4.	Conscientious, reliable and good attention to detail	X		AIT
6.	Able to work independently	X		AI
7.	Awareness and understanding of the history, vision and purpose of HEART		X	I

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**Creation date: 16/12/2020**

**Board Approval:**  
**Approval date:**

