

## **Job Description and Person specification**

**Job title:** Bookkeeper

**Salary:** £14-£20 an hour depending on experience

**Terms:** Freelance, approximately 10 - 15 hours a week

**Reporting to:** Chief Executive Officer and Honorary Treasurer (Trustee)

**Role requirements:**

- Data entry and inputting invoices and bills on Xero
- Accounts reconciliation
- Set up payments for authorisation
- Payroll
- Create quarterly management reports from Xero for CEO and the Trustee Board
- Attend quarterly finance sub-committee meetings
- Liaising with the Foundation's Treasurer and examiners to produce the end of year audited or examined accounts.

**Knowledge and skill requirements**

- A bookkeeping or accounting qualification will be essential
- Experience of using the Xero accounting system (or similar)
- Ability to provide reports for Trustees on income, expenditure and monitor cash flow; experience of producing Excel reports from Xero to inform user-friendly financial reports would be an advantage
- Applicants should be advanced in the use of Microsoft Office, particularly the design and use of spreadsheets (including creating graphs)
- Experience working for as a Bookkeeper for a charity or non-profit organisation would be an advantage
- An interest in parks and open spaces as well as the values of our charity would be beneficial but are not essential

There are opportunities for the scope of the role to increase as the charity grows.

Some flexibility of hours will be required, with an increased workload each quarter to prepare management reports.

A basic DBS check will be undertaken as a condition of employment.

**Location:** Home based with occasional one morning/afternoon a month at our office in Winton Recreation Ground, Bournemouth, BH9 1BX. Quarterly finance sub-committee meetings will also be held in Bournemouth.

**Two references** will be required.