

# Administration Support Bookkeeper

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## Purpose

West Hockey Ltd wish to appoint an experienced bookkeeper to provide day to day accounting and financial record keeping services to the company. The postholder will report to the Finance Director and will implement financial policies and procedures set and approved by the West Hockey Board. The Board will set any required budgets for committee functions, policies and procedures for claiming expenses and other payments.

## Key Tasks of the Role

- ❖ Record electronically all the company's financial transactions, including all receipts and payments to be made through the company's bank accounts and will maintain full supporting documentation for these.
- ❖ Keep full accounting records and set up/maintain an accounting system to integrate the recorded transactions into profit and loss accounts and balance sheets, analysing these by committee functions as directed by the Board.
- ❖ Monitor and report the company's financial position monthly and quarterly, including against committee and other budgets. These monthly reports will be presented to the Board via the Finance Director.
- ❖ Ensure all payments are made consistently with the policies and procedures laid down by management.
- ❖ Support the Finance Director in preparation of year-end accounts and budgets
- ❖ Attend meetings if requested by Finance Director

## Is this Role for you?

The ideal candidate will have 2-3 years minimum experience as a bookkeeper or similar accounting role, and a formal qualification would be an advantage. They must demonstrate excellent IT, analytical, record keeping, organisational and communication skills. Experience in Microsoft Office and formal accounting packages is desirable.

## Remuneration

Self-employed basis - £3600 per annum

The services to be provided can be undertaken flexibly subject to being completed and up to date by each monthly/quarterly report date. These will be paid monthly at a rate of £300 pm to be reimbursed on submission of an invoice from the postholder for the bookkeeping services.

The appointment is for an initial period of 6 months, after which it will be reviewed to ensure the provision of services at the set rate remains mutually satisfactory.