

**Job Title:** Bookkeeper

**Contract:** Fixed Term Contract

(One Year – with potential to extend subject to funding)

Full Time (37 hours per week) made up of:

Working for Suffolk Law Centre (lead employer) for 3 days per

week plus secondment to ISCRE for 2 days per week

**Line Manager:** Finance Manager

**Salary:** £22,000 - £26,000 per annum dependent on experience

**Summary of Main Responsibilities:**

The Bookkeeper will be responsible for maintaining an efficient and effective financial service to support Management, staff and the Treasurer with accurate and efficient financial information from the ISCRE & Suffolk Law Centre’s accounting systems.

**Job Description:**

**Main Duties and Responsibilities:**

1. Responsible for entering all transactions onto the accounts systems;
2. Maintain the purchase ledger, ensuring suppliers invoices are properly authorised before entering onto the system, supporting the payment and dispatching of cheques as required. Making online payments to creditors;
3. Maintain the sales ledger, preparing invoices, emailing them if required and ensuring all invoices are entered onto the system;
4. Maintain files and check all Direct Debit payments. Create, amend and email remittance advices;
5. Maintain a file of and process all recharges on a quarterly basis to include utilities, rent and other office costs;
6. Maintain a file of all bank statements, invoices and remittance advices;
7. Maintain Petty Cash and records up-to-date including reconciliation;
8. Manage the entry of VAT on the system and complete returns as applicable;
9. Responding to queries about invoices raised/paid from customers or staff ensuring efficient systems in place to address unpaid invoices;
10. Ensure all incoming cheques and cash are recorded and banked and that SLA’s are kept up-to-date;
11. Manage the payroll system including pension;
12. Ensure confidentiality on all appropriate matters, and recognise that any breach of this confidentiality will be treated seriously;
13. To promote and provide information about the work of SLC and ISCRE;
14. Assisting with external events, presentations and training delivery;
15. Provide general support to the running of SLC and ISCRE, including organising and attending meetings and events such as the Annual General Meeting and other county or regional based groups;
16. Actively participate in team meetings, briefings and training events;
17. Contribute to the development of learning materials or other resources;
18. Take responsibility for developing your own and other professional knowledge and skills;
19. Maintain the standard of professional service in line with relevant policies and procedures;
20. Undertake any other related duties as may reasonably be required.

**Special Conditions to Note:**

1. The post holder is required to work at least one set day each week in the office;
2. The hours of work are flexible to meet the demands of the job, and may require some evening or weekend working, for which time off will be given;
3. This job description may be subject to change in consultation with the post holder;
4. The post holder works toward SLC and ISCRE’s commitment to Equality and Human Rights.

**Person Specification:**

**Essential Skills and Attributes:**

Whilst the post is open to all, **we are particularly keen to attract candidates who are from backgrounds currently underrepresented in the law**, and who may have experience of some of the issues faced by our clients.

* Demonstrate excellent administrative and organisational skills;
* Demonstrate efficient experience in bookkeeping, preferably in a voluntary sector organisation;
* Knowledge of computer based accounting systems;
* Ability and skills in detailed record keeping, filing systems and audit monitoring trails;
* Demonstrate methodical approach to work;
* Demonstrate strong verbal communication skills and inter-personal skills;
* Evidence a personal and professional high standard of commitment to equality, diversity and inclusion issues;
* Demonstrate the ability to work on own initiative as well as part of a team;
* Show excellent office IT skills;
* Experience of managing demanding time scales and competing priorities in a pressurised environment;
* Demonstrate the understanding for respect for confidential information.

**Desirable Skills and Attributes:**

* Affiliation to relevant professional body or equivalent;
* Has the experience to demonstrate that, after initial training will work independently with minimum supervision.