

Beresford Street Kitchen

JOB DESCRIPTION

JOB TITLE: **Bookkeeper & Administrator**

REPORTS TO: CEO

1. JOB PURPOSE

To ensure the bookkeeping and financial records are accurate and updated in a timely manner.

To support the CEO and wider team in day-to-day administration tasks to ensure the smooth running of the office.

2. PRINCIPAL ACCOUNTABILITIES

- Banking and provision of change and floats for all areas of the business
- Updating the weekly trading review figures for all business areas
- Collation of invoices, credit notes and statements and ensuring appropriate authorisation
- Uploading and bookkeeping weekly bank transactions
- Reconciling and bookkeeping credit card receipts
- Dealing with supplier queries
- Preparing and bookkeeping weekly / monthly payment run
- Raise sales invoices
- Chasing overdue debtors
- Reconciling weekly/monthly trading review
- Reconciling QuickBooks accounts (bank, debtors, creditors etc)
- Answering office phone, general emails and post and dealing with enquiries
- Taking payments over the phone
- General admin tasks to include scanning and accurate electronic filing of documents
- Coordinating all supplies and request for office stationery
- Setting up supplier accounts
- Implementing and maintaining procedures/office administrative systems
- Overseeing the renewal cycle for facilities and licences
- Providing administrative support for the managers and directors as needed
- Maintain a professional workplace training environment ensuring standards of health and safety, tidiness, cleanliness, and general care are preserved.
- Attend team and staff meetings and training opportunities to enhance professional development. Demonstrate an awareness of BSK policy and best practice.

This is not an exhaustive list of accountabilities and the postholder will be expected to be flexible and adaptive to the needs of the business.

3. KNOWLEDGE AND SKILL

Experience	<ul style="list-style-type: none"> • Experience in bookkeeping • Experience with and competence in QuickBooks and Excel • Experience working positively as part of a large and diverse team is essential
Qualifications	<ul style="list-style-type: none"> • Numeracy/literacy skills to a minimum of level 2 standard • Bookkeeping qualification or working towards this
Skills & Knowledge	<ul style="list-style-type: none"> • Proficient use of ICT including MS products to enable effective communication and operational processes • Skills <ul style="list-style-type: none"> • Ability to relate well to a diverse team including adults with learning disabilities and/or autism • Work constructively as part of a team, understanding roles and responsibilities and your own position within these • Knowledge of Health and Safety • Ability to plan effectively and manage time with variable tasks and workload • The ability to communicate at all levels while exercising a high degree of confidentiality is essential.

The postholder must be comfortable with the need to make decisions and use their initiative. They must be flexible and able to cope with changing situations within the charity. Working within a team, the postholder will need to share ideas and information in a constructive and positive manner as well as accept advice. They must be flexible and be able to adapt to both very quiet and very busy working environments. They must have the ability to build good working relationships with colleagues, customers, suppliers, and other outside parties.