

THE TRUST

BOOKKEEPER

Job Description

Aims:

- to ensure proper records are kept and that effective financial procedures are in place;
- to assist and liaise with the Hon. Treasurer.

Specific requirements

- Undertake bookkeeping duties ensuring posting and bookkeeping is kept up to date.
- Maintain the petty cash system and regularly process petty cash claims.
- Regularly carry out reconciliations to ensure the records are correct.
- Arrange payments to creditors, as appropriate, and arrange appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank the payments promptly.
- Ensure that invoices and requests for payments are sent out promptly.
- Deal with all matters in relation to payroll.

Qualities

- Good knowledge of bookkeeping and Financial Management.
- Diligent and accurate in dealing with the work.
- Familiar with and knowledge of computerised record keeping packages.
- Knowledge and understanding of regulatory requirements for payroll
- Good communication and interpersonal skills