



Bookkeeper

Contract: 21 hours per week, permanent

About the role:

We are looking for a well-organised and flexible person to join our team. We are a registered charity caring for the historic Grade 1 listed Sharpham House and Estate on the banks of the River Dart near to Totnes. At the heart of the Sharpham Trust ethos is our desire to build a more mindful, compassionate and environmentally sustainable world. We connect people with nature and foster mindfulness and well-being through our programme of retreats, mindfulness courses, public events, outdoor learning and the arts.

This role is vital to the effective and smooth running of the organisation. You will be responsible for operating the SAGE accounts system to record transactions and maintain accurate records in support of the Finance Officer.

Sharpham is a small organisation that has seen significant growth in the last three years and is looking to be more outward facing in the pursuit of its charitable objectives.

About you:

The ideal candidate will have experience of computerised accounting systems, excellent spreadsheet and data entry skills. He/she will need to be able to use his/her own initiative, understand and liaise effectively with the various departments of the Sharpham Trust, and maintain confidentiality where appropriate. He/she will be meticulous in paying attention to detail and initiating effective and efficient processes of work. Experience of SAGE 50 is preferable.

An interest in the Trust's charitable work and mindfulness would also be an advantage. Staff are able to access the Trust's programme of courses and retreats.

In this role you will need to be able to travel to Sharpham House which is not served by public transport.

Apply

To apply, please complete our application form attached and return to admin@sharphamtrust.org

Closing Dates: 9am, Monday 9th December 2024

Interviews: Week commencing 16th December 2024

Further Information

Please see our website for further information.

Informal Enquiries

Before submitting an application, you may wish to discuss the post further by contacting Sara Widdicombe at finance@sharphamtrust.org

BOOKKEEPER - JOB DESCRIPTION

Job Title	Bookkeeper
Salary	Salary £26,325 p.a. (pro rata £14,742) + pension + holiday
Working Hours	21 hours per week, flexible, but must include Tuesday or Thursday
Report to	Finance Officer
Supervision of	None
Main Purpose of the Role	
The main purpose of this post is to accurately record financial transactions and to maintain the sales and purchase ledgers of The Sharpham Trust.	
Key Responsibilities	
<p>Using SAGE accounts system to record transactions and maintain accurate records including:</p> <ol style="list-style-type: none"> 1. Purchase ledger and the full range of associated tasks 2. Sales ledger and the full range of associated tasks including credit control 3. Processing staff and volunteer expenses 4. Monitoring and processing cash receipts and expenditure 5. Banking of cheques and obtaining petty cash change 6. Monthly reconciliation of all bank accounts and charge card statements to enable accurate and timely reporting by the Finance Officer 7. Maintaining the safe (security of cash, cards, payroll records, SAGE back-ups) 8. Maintaining Balance sheet control account reconciliations – Bank/Creditors/Debtors/Payroll 9. Contribute to the production of quarterly management accounts by ensuring SAGE is up-to-date and accurate 10. Respond to requests for financial information 11. Assist with the preparation of monthly payroll information. Enter payroll and pensions information onto Sage. 12. Submit electricity and water meter readings 13. Liaise with estate worker for firewood recharges 14. Responsible for recharge of water and electricity across the estate 15. Provide support during the annual Audit 16. Be pro-active in developing systems and processes that meet the organisations needs 17. Ad hoc tasks as necessary 	

Person Specification		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Good standard of education including GCSE passes in English and Maths at a minimum grade C or equivalent 	<ul style="list-style-type: none"> • AAT
EXPERIENCE	<ul style="list-style-type: none"> • Good all round accounts experience • Experience with accounting packages • Administration experience 	<ul style="list-style-type: none"> • Working in a small team • Experience of SAGE
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Highly numerate with the ability to interpret financial information. • Excellent IT skills including Microsoft Office & computerised accounting packages. • Organised and the ability to prioritise workloads. • Flexible attitude to work and a good team player. • Good communication skills both written and verbal. 	<ul style="list-style-type: none"> • Knowledge of SAGE
OTHER	<ul style="list-style-type: none"> • Able to use own initiative, prioritise and multitask • A friendly, helpful and professional manner • Ability to work under own initiative and as part of a small team • Flexible approach to work and hours of working • Ability to remain discrete and retain confidentiality 	<ul style="list-style-type: none"> • Driving licence
Hours/Shift Pattern:		
<p>21 hours, flexible pattern, but must include Tuesday or Thursday to coincide with Finance Officer.</p> <p>The Trust operates a Time Off in Lieu system.</p> <p>138.50 hours (pro rata) annual leave entitlement.</p> <p>Pension Scheme – the Trust contributes 7% towards a staff pension scheme following satisfactory completion of a six month probationary period.</p> <p>All staff members are expected to assist and contribute to the Trust’s annual open days. This will be on a TOIL basis unless otherwise agreed.</p>		

AGREEMENT:

Job Holder's signature: _____

Date: _____

Director's signature: _____

Date: _____

OBLIGATIONS:

This job description is subject to the Policies and Procedures of the Sharpham Trust and all staff are required to acquaint themselves with those applicable to this post. This job description will be subject to review and amended to meet the changing needs of the Charitable Trust.

Under the Health & Safety at Work Act 1974, the Company has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation. There is a written statement on general policy regarding Health & Safety at work. Your attention is particularly drawn to this policy and you must make yourself aware of its contents.

This job description is subject to the Terms and Conditions of service of the Charitable Trust.

EQUALITY & DIVERSITY

We recognise the positive value of diversity, promoting equity and celebrating inclusion. We welcome and encourage job applications from people of all backgrounds.