



Employment Opportunity – Finance Worker (1-day per week, 7 hours)

The Brunswick Centre enables people from the communities we serve to make informed choices, build healthier relationships and live positive lives free of stigma.

We deliver a number of services across Calderdale and Kirklees including HIV support services, HIV prevention services, LGBT young people's services and smoking cessation.

We are looking for an experienced Bookkeeper working one day per week (circa 7 hours) to manage our day-to-day accounting and finance requirements.

The ideal candidate for this position will be able to work flexibly, and will be reliable and committed to meeting deadlines consistently. Excellent organisational skills, accuracy and confidentiality are important qualifications for this position, as well as the ability to communicate clearly. They must be a thorough and accurate worker with good attention to detail; able to recognise errors when made and take the necessary steps to correct them. They will work independently with support from our Chief Officer.

In addition, the ideal candidate will have:

- At least 3 years' experience as a Bookkeeper
- A minimum of 6 months' experience charity/voluntary sector bookkeeping
- Extensive experience in data entry, record keeping and computer operation
- Strong Excel and Microsoft Office skills
- Accounting qualification (preferred but not essential)
- Strong data entry skills and be highly attentive to detail
- Proficient in using Sage Accounting software
- Strong interpersonal relation skills, with the ability to work independently

Salary and benefits:

- £13 per hour (negotiable with accounting qualification)
 - Holiday pay (31 days per year pro-rata)
 - 6% pension contribution
 - Sovereign Health Fund Membership
- After successful 6-month probation

Closing date for applications: 12-noon, 17th January 2019

Interview date week: 24th January 2019

We are striving to be an equal opportunities employer, and as such we welcome applications from all sections of the community. (Charity no.1015450).

Safeguarding underpins our approach to delivering services, working with service users and the recruitment of staff, sessional workers and volunteers.



Finance Worker – The Brunswick Centre

Job Description

Post:	Finance Worker (Sessional)
Responsible to:	Chief Officer
Hours per week	1 day per week (7 hours per week)
Location:	Huddersfield
Salary Scale:	£13 per hour (negotiable with accounting qualification)

Aims and Outcomes of the post:

We are looking for an experienced Bookkeeper or Accountant to assist us in the day-to-day accounting and bookkeeping of the charity. You will need to have experience in working with charity accounts.

The main purpose of the post:

- This is a key role to assist the Brunswick Centre in day-to-day accounting and bookkeeping activity, the main focus being the financial processes. You will support the efficient financial operation of the charity.

Key Tasks

- Ensure finance systems are set up and maintained to ensure records of transactions are maintained at all times
- Prepare and submit clear finance reports to the Trustees at their bi-monthly meetings and at other times as requested by the Trustees and/or Chief Officer
- Purchase and sales ledger, checking supplier statements and preparing and issuing invoices ensuring timely payment of income
- Maintain separate and accessible records for different grants so that income and expenditure can be identified easily
- Reconcile Bank accounts/s and ensure mandates are update
- Oversee and reconcile petty cash
- Work with payroll to ensure salaries and pensions are paid
- Ensure HMRC payments are made and P11D reconciled
- Coordinate the monthly payment of invoices
- Record donations to the charity and ensure annual Gift Aid claims are submitted
- Set up and have ongoing oversight of direct debit and standing order payments
- Work with the Chief Officer and Treasurer to prepare budgets
- Prepare and submit year end information to our Auditor for audit/independent examination, ensuring final accounts are submitted to the Charity Commission and Companies House

General

- Work in a flexible way to meet the needs of the charity
- Undertake training necessary to the post
- Ensure confidentiality and data protection is maintained
- Abide by the policies and procedures of the charity
- Build and maintain professional relationships with other agencies, professionals and service users



- Take responsibility for own time management and prioritisation of workload
- Work in accordance with the vision, values and principles of the charity
- Develop productive working relationships within the staff team, the wider organisation and to act to minimise interpersonal conflict
- This list is not exhaustive and there may be other duties commensurate with the grade of the post

Person Specification

Qualification	Accounting Qualification	Desirable	Application form
Experience	Minimum 3 years bookkeeping experience	Essential	Application form/ Interview
	Minimum 6-months charity/voluntary sector bookkeeping experience	Essential	Application form/ Interview
	Experienced in using Sage Accounting software	Essential	Application form/ Interview/ Demonstration
Skills and Abilities	Good inter-personal skills including good verbal, written and communication skills	Essential	Application form/ Interview
	Ability to organise own work without close supervision	Essential	Application form/ Interview
	Ability to understand and interpret financial accounts and statements	Essential	Application form/ Interview
	Ability to prepare and present clear, concise financial reports	Essential	Application form/ Interview
Knowledge	Knowledge of Excel spreadsheets and databases	Essential	Application form/ Interview/ Demonstration
	Knowledge of charity/voluntary sector accounting requirements	Essential	Application form/ Interview
	Knowledge of setting and forecasting budgets	Essential	Application form/ Interview
Personal Attributes	A flexible approach to work	Essential	Application form/ Interview
	Commitment to working in a team and building excellent relationships with colleagues internally and externally	Essential	Application form/ Interview
	Commitment to equal opportunities and anti-discriminatory practice	Essential	Application form/ Interview
	Willingness to learn and be directed	Essential	Application form/ Interview
	Willingness to undertake training both formal and informal	Essential	Application form/ Interview
Personal Circumstances	Eligible to work in the UK	Essential	Application form/ Interview