

CONNECT COUNSELLING SERVICE
JOB DESCRIPTION FOR BOOK-KEEPING SERVICES

Date: March 2021

Hours: 3 hours per week (Flexibility - up to 12 hours per month)

Salary: £10 per hour. Self Employed Status

Purpose

To provide book-keeping services for the Treasurer and Director, preparing weekly cash flow, monthly and annual statements of account and regular analyses of funding and expenditure.

Accountability

The Book-keeper will be accountable to the Treasurer and will work in consultation with the Director/CEO and in liaison with the Office Manager for day to day financial matters.

Summary of Main Tasks

1. To maintain accurate accounts on the computer system (Sage and Excel), presenting monthly statements to the Treasurer for presentation to the Trustees.
2. To prepare annual accounts for audit in consultation with the Treasurer.
3. To prepare a weekly cash flow statement and to arrange for outgoing payments in consultation with the Director and in Liaison with the Office Manager.
4. To work with the Treasurer and Director in the preparation of an annual budget by providing an analysis of expenditure.
5. To assist the Treasurer by providing an analysis of income from the main resource areas and from sources within those resource areas.
6. To be responsible for the maintenance of accurate records of those who covenant and to reclaim tax on a quarterly basis.
7. To claim Gift Aid from donations.
8. To manage the cash collected through client donations and reconcile to the counsellor returns to ensure the funds are complete and accurate.
9. To manage supplier payments by preparing cheques for signature by the account signatories and to ensure there are sufficient funds available in the relevant account.

Confidentiality is of the utmost importance.