



Part-Time Finance Officer

Fixed-Term 9 months (Maternity Leave Cover)

Reporting to the Head of Finance

Apples and Snakes is England's leading organisation for spoken word. We are a registered charity and a company limited by guarantee.

We are looking for an experienced bookkeeper to ensure that full and proper financial records for all of the charities activities are maintained, and that data entered onto the accounts system (SAGE) is accurate and up-to-date at all times. This post will also lead on credit control.

We particularly welcome applicants from BAME or disabled groups. Disabled candidates will be guaranteed an interview provided they meet the person specification criteria.

Key Responsibilities:

Bookkeeping

- To maintain an up-to-date filing system for all financial paperwork including purchase invoices, bank statements and payment records.
- To code and accurately enter all purchase invoices in SAGE on a weekly basis ensuring that they have been correctly authorised by the appropriate member of staff before processing.
- To reconcile staff expenses claims, accounting for VAT as appropriate.
- To prepare weekly BACS payments using our online banking system and to write cheques as required.
- To create sales invoices on SAGE as requested by other members of staff ensuring that we account for VAT correctly under our agreed partial exemption scheme.
- To bank all cheques and cash receipts and keep a clear paper record of all income received by Apples and Snakes, including payments made direct to our bank accounts.

- To process all bank transactions on SAGE on a weekly basis and to undertake monthly bank reconciliations.
- To reconcile the monthly company credit card and Trainline account statements ensuring that receipts are obtained for all expenditure and to code and enter this expenditure on SAGE.
- To prepare and post all relevant journals on SAGE (including the wages journal) on a monthly basis.
- To regularly check the SAGE sales and purchase ledgers and nominal codes to ensure that they are correct and up to date and investigate and rectify any discrepancies.

Credit Control

- In consultation with the Head of Finance and other relevant staff to run a monthly credit control process, ensuring that all outstanding debts owed to the charity are collected.

General

- To attend all staff meetings as required
- To undertake any training considered necessary by the Head of Finance
- To participate in the process of continuous evaluation of the organisation's effectiveness in fulfilling its aims and objectives
- To comply in all areas of work with Apples and Snakes' Equal Opportunities Policy
- To carry out other such duties as may be required by the Head of Finance
- To promote, participate in and contribute in all reasonable ways to the overall aims and objectives of Apples and Snakes
- To ensure legacy of knowledge by appropriate filing, archiving, record-keeping and reporting

Person Specification

- Accuracy and attention to detail are essential for this post.
- Experience of SAGE is highly desirable.

- A knowledge of the Microsoft office suite, with intermediate excel

Terms

This is a two day (14 Hours) a week post based at our office at the Albany in Deptford, London. Hours can be worked flexibly across the week as required in agreement with the Head of Finance.

There is a 30 Days (pro rata) holiday allowance per year plus a pro rata allowance for bank holidays.

The salary for this post is: £21,000 per annum pro rata (0.2 FTE).

The initial contract will be nine months, with the potential for extension.

Training will be provided where required, but the nature of the role would require prior knowledge and experience of computerised accounting and payroll software.

To apply, please email a covering letter, a CV, and the equal opportunities monitoring form to recruitment@applesandsnakes.org.

Closing date for applications is 6pm on Thursday 13 December 2018. Interviews will be held on the 18th December 2018.