**JOB DESCRIPTION**

**Job Description:** Part-Time Bookkeeper, WEN Wales

**Location:** Cardiff

**Salary:** 1 day per week, £8.00 / hour

Contract type – Fixed term Sept 2018 – March 2020

Closing date: Friday 7th September 2018, 1800

 Interviews: 13th or 14th September 2018

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| **Job Title** | Bookkeeper |
| **Reports to** | The Director |
| **Key Duties and Responsibilities** |
| * Recording financial transactions
* Completing bank reconciliation
* Paying regular bills for the organisation
* Maintaining the organisation’s sales and purchase ledgers
* Recording and processing invoices
* Handling accounts payable and receivable
* Managing profit and loss statements and balance sheets
* Completing tax forms
* Appropriately coding payables to prepare them for the accountant's input later
* Maintaining office supplies by keeping an inventory and ordering new supplies as needed
* Preparing purchase orders
* Handling subsidiary accounts
* Filing historical records and retrieving necessary documents as needed for others
* Recording cash receipts and handling bank deposits
* Maintaining petty cash
* Preparing information for auditors
* Keeping an annual organisation budget
* Providing administrative and clerical support as needed
* Additional bookkeeping duties as designated by the Director and/or the Board
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| **Person Specification**  |
| Knowledge and experience | * Sound knowledge of finance
* Proven experience of bookkeeping
* Experience of purchasing and managing relationships with suppliers
* Good working knowledge and experience of using computer and financial software packages such as: Microsoft Outlook; Excel; Sage; Quick Books
* Experience of working in the women’s movement is desirable but not essential
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| Skills, competencies, attitude and behaviours  | * Strong numeracy skills
* Strong problem-solving skills
* Excellent attention to detail
* Ability to accurately interpret financial information and documentation
* Highly organised and efficient
* Ability to work independently and work well as part of a team
* Effective verbal and written communication skills
* Ability to prioritise and manage time efficiently
* Good interpersonal skills
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The organisation reserves the right to amend this job description from time to time in line with business needs

**How to Apply**

If you're interested in this role, please email an up-to-date copy of your CV to the Director, Catherine Fookes, catherine@wenwales.org.uk by 1800, Friday 7th September  2018 as well as a covering letter stating why you think you should be considered for the role.

You should give the names, positions, organisations and email and telephone contact details of two referees, one of whom should be your current or most recent employer.

References will only be taken up once your express permission has been granted.

Find out more about WEN here [www.wenwales.org.uk](http://www.wenwales.org.uk)