**RN & RM Children’s Fund**

**JOB DESCRIPTION**

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| **JOB TITLE** | Bookkeeper and database administrator |
| **REPORTS TO** | Chief Executive |
| **PURPOSE OF ROLE** | Manage the Charity’s bookkeeping and accounts and grants database |
|  | Part-time, 20 hours per week  £26,000 pro rata |

**KEY RESPONSIBILITIES**

**General**

The bookkeeper/administrator is a key member of a small team and will play a significant part in delivering the financial objectives set by the Board of Trustees.

* Organise and ensure sufficient supplies of office stationery and supplies
* Liaise with the Chief Executive and Senior Caseworker to ensure Bright HR updated on all personnel issues
* Be familiar with key staff policies and communicating to team as relevant
* Manage renewals of office supply contracts (including insurance policies and office equipment)

**Financial**

* To ensure the Charity operates with appropriate financial systems and controls
* To work with the Chief Executive to deliver and manage the annual budget for Trustee’s approval
* To deliver monthly management accounts against budget
* Ensure all income and expenditure data from different channels is processed accurately for management and financial accounts
* Regular entry of income and expenditure data into SAGE
* Work with the Chief Executive and Grants and Supporters Co-ordinator to process donations and grants
* The timely submission of Gift Aid Claims
* Check and process invoices
* Reconcile bank statements and accounts
* Manage employee expenses and reimbursements
* Liaise with payroll agency to oversee payroll and pensions for staff
* Liaise with accountants re pension scheme and other financial management issues
* Liaise with the Auditors to prepare and submit Annual Accounts
* Provide cashflow and other summaries periodically as required by the Chief Executive and Board of Trustees
* Organising and maintaining filing of all financial paperwork

**Database**

* Work with the Caseworking Team to support the accurate entry of all income and expenditure into the Icaris Database

**Person Specification**

**Educational Standards and Levels of Skills**

* 3+ years bookkeeping experience including knowledge of management accounts
* Knowledge and experience using an accounting package (essential) and SAGE 50 (desirable)
* Experience with using CRM databases
* Self-motivated and disciplined
* Effective in prioritising and problem solving
* Excellent general level of communication skills including IT, literacy and numeracy.
* Experience of bookkeeping for charity or not-for-profit organisation

**Location and Resources**

* Portsmouth office based.
* Able to attend other locations in the UK as required in the discharge of duties

**The tasks listed in this job description are not designed to be exhaustive and may vary from time to time according to the needs of the organisation. This document will be reviewed in consultation with the post holder as the role and services provided by the organisation develop.**

**The RN & RM Children’s Fund is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**ISSUE DATE 04/12/2019**