

JOB DESCRIPTION – Bookkeeper / Accountant, July 2010

Organisation: Addiction Recovery Foundation (charity reg no 328133)

- A high-profile, growing Charity which publishes journals and runs conferences
- Based at 193 Victoria Street, London SW1E 5NE
- For more information, see profile of the charity at www.addictiontoday.org
- The charity is an equal opportunities employer

Title of post: Bookkeeper / Accountant

Responsible to: Deirdre Boyd, CEO via James Redpath, Treasurer

Contract basis:

- Part-time – one or two days per week as necessary, 9.30 am to 5.30 pm with one hour for lunch (some flexibility with prior agreement)
- £32,000 *pro rata* per annum including London weighting; reviewable
- Terms and conditions as per *Staff Handbook*. including three-month trial period
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Function of post:

To enable the Charity to achieve its Objectives by being a professional point of contact and managing the day to day bookkeeping/credit control of the office (see below).

MAIN DUTIES AND RESPONSIBILITIES:

- Assisting in the preparation of monthly management accounts with CEO/Treasurer
- Bookkeeping to profit & loss stage, including:
 - producing sales and VAT invoices & monthly statements (mainly UKESAD & Addiction Today)
 - updating sales and purchase ledgers
 - credit control (including reduction of backlog of outstanding debtors)
 - bank-statement reconciliation
 - calculating VAT and PAYE payments
 - maintaining petty cash
 - depositing payments
 - monitoring weekly cash flow
- Payroll (three staff)
- The above to be maintained on QuickBooks accounting package
- Responding to relevant telephone, post and email enquiries

- Any other duties as agreed

PERSON SPECIFICATION on next page

PERSON SPECIFICATION	Details
<p>Attainment Evidenced achievements eg; relevant qualifications/training.</p>	<ul style="list-style-type: none"> ▪ Bookkeeping Qualification or equivalent ▪ Typing/Word Processing ▪ Trained in QuickBooks accounting package
<p>Experience Type and amount of experience and specific knowledge required for the job.</p>	<ul style="list-style-type: none"> ▪ Relevant Bookkeeping Experience ▪ Experience of working in a Charitable Organisation ▪ Knowledge of Microsoft Office & Internet ▪ QuickBooks Accounts experience
<p>Aptitudes Skills and abilities required for effective performance.</p>	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills (eg; communication, self-awareness, building trust, questioning & listening, influencing, assertiveness, problem solving, decision making) ▪ Numerate & Literate ▪ Excellent organisational skills ▪ Excellent telephone manner ▪ Attention to detail
<p>Personal Attributes Disposition and characteristics relevant to the job.</p>	<ul style="list-style-type: none"> ▪ Able to prioritise ▪ Able to work to deadlines ▪ Able to work on own initiative ▪ Discreet ▪ Flexible ▪ Self Motivated ▪ Pro-active Team Worker ▪ Enthusiastic
<p>Interests Any out of work activities relevant to the job eg; membership of professional bodies.</p>	<ul style="list-style-type: none"> ▪ Interested in addiction recovery ▪ Being in recovery desirable but not essential