

## JOB DESCRIPTION

<b>Job Title:</b>	Bookkeeper
<b>Reporting to:</b>	Club Secretary
<b>Supervisory Responsibility:</b>	None

### Job Purpose:

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To deliver the full range of financial management and administrative duties associated with the professional operation of the Club.

### Areas of Responsibility:

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- Maintaining the books of the Club accurately, transparently and in line with bookkeeping best practice
- Producing all associated reports to include financial forecasts,
- Submitting any relevant financial filings in line with submission requirements
- Processing payroll accurately and in alignment with the payroll schedule
- Correctly processing all statutory deductions to include PAYE, NI and auto enrolment and making associated third party payments
- Ensuring the Club complies with all statutory requirements relating to payroll to include appropriate returns to HMRC and the Pension regulator
- Responding to queries in relation to all aspects of payroll and bookkeeping
- Producing and presenting reports to the Club using appropriate presentation media suitable for a variety of audiences
- Taking responsibility for all associated administration to ensure the smooth running of the Club

**PERSON SPECIFICATION**

<b>Job Title:</b>	Bookkeeper
<b>Date:</b>	October 2017

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Relevant skills and/or aptitudes</b>	<p>Business/commercial acumen – ability to understand the impact of all decisions and actions.</p> <p>Understanding of manual ledgers and double entry accounting</p> <p>Ability to create budgets, plans , forecasts and associated reports</p> <p>Understanding of statutory payroll legislation.</p> <p>An ability to work under own initiative.</p> <p>Focuses on delivery with excellent time management / organisational skills.</p> <p>An ability to work flexibly and pro-actively.</p> <p>Strong verbal and written communication skills.</p> <p>Sets high personal standards / attention to detail.</p> <p>Strong IT skills with the ability to adapt to new systems and software.</p>	<p>Experience of Quick books or similar accounting system</p>

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Experience of providing administrative support.	Experience of Club Bookkeeping
<b>Relevant education/ training</b>		Relevant accountancy qualification
<b>Other requirements</b>		Update events on club web site