



The West of England MS Therapy Centre
reg charity no: 801155

a part of



the
brightwell
a centre for neurological wellbeing & physical recovery

Bradbury House, Wheatfield Drive
Bradley Stoke, Bristol, BS32 9DB

hello@thebrightwell.org.uk
01454 201 686

Job description

Title:	Bookkeeper for Accounts and Payroll
Organisation:	The West of England MS Therapy Centre
Location:	The Brightwell, Bradbury House, Wheatfield Drive, Bradley Stoke, BS32 9DB
Salary:	£ 11-14 per hour dependent on experience
Terms:	Permanent; part-time (14 hrs per week)
Holiday:	28 days per annum including Bank Holidays pro-rata

Main purpose of the role

We have a fantastic opportunity to work for a leading Charity that supports people with neurological conditions, based in South Gloucestershire. As the Charity's Bookkeeper for accounts and payroll you will be joining a supportive and friendly team. We are looking for a motivated and focused individual with relevant experience in a bookkeeping / account's assistant role with Sage Business Cloud (we may be looking to change to Xero). Good communication skills are essential, along with well-developed organizational abilities and a flexible approach to working.

Key responsibilities

1. Payroll

- Prepare the monthly payroll and administer the payroll process (via Sage Payroll).
- Ensure the monthly HMRC PAYE payments and pension contributions are reconciled and processed according to deadlines.
- Keeping up to date records of employee holidays, absences, etc.
- Manage and pay staff and volunteer expenses and travel ensuring correct authorisation is obtained.
- Carry out all extended leave processes including maternity/paternity leave, etc.
- Carry out all leaver processes finalising payroll and pensions, issuing P45.

2. Finance / administration/ planning

- Keep the Purchase and Sales Ledgers up to date and review debtor and creditor reports.
- Prepare the monthly management accounts.
- Monthly cashflow monitoring and reporting.
- Maintain all finance related procedures.
- Review of income processing. Working with the development team and database Manager to fully understand the processes, documenting processes where necessary and proactively offering solutions to issues that arise.
- Work across departments to ensure budgets and longer-term planning processes are efficient and in sync with the organisations wider strategic plans.

3. Banking

- Bank and reconcile all cash and cheques promptly and efficiently.
- Review and update all necessary bank mandates and other official financial documents annually to reflect any changes in the management boards of the organisation.

4. Gift Aid
 - Generate the claims report from the database and submit quarterly claims on all gift-aidable donations.
 - Ensure postings are fully reconciled in Sage.
5. Year End
 - Reconciliation of year-end balances producing lead schedules for all Balance Sheet entries.
 - Maintenance of the Fixed Asset Register, requesting all departments complete the required reporting on time.
 - Prepare the end of year management accounts and the statutory accounts ready for audit.
 - Assist and provide timely and accurate responses to requests from the external auditors/accountants.
6. Corporation Tax and other Tax
 - Ensure annual corporation tax returns are made accurately for the Bristol Therapy Centre, Trading Arm of TWoEMSTC, within the deadlines.
 - Currently the trading arm does not reach the VAT threshold of £85K but It will be important to be aware of the process and keep up to date with changes in legislation.
7. Project Work
 - Cost and Project Analysis. Creating new standard reporting to analyse events and fundraising costs in order to monitor and gain tighter control on cost ratios.
 - Provide support to the Trust and Grants Fundraiser and others in the team in working out costings and full-cost recovery on certain projects including those for lottery applications etc.
8. Other
 - Administer the finance email inbox and action items as appropriate.
 - Carry out the necessary financial pre-employment checks on new team members.
 - Any other duties as may reasonably be requested by the Centre Manager.

Person specification

The following are essential:

- Knowledge of preparing payroll
- Experienced user of accounting packages like Sage Business Cloud
- IT literate including MS Office; excel etc
- High level of discretion
- Excellent organisational skills with a flexible approach to managing/prioritising tasks
- Strong analytical skills, able to think logically and work efficiently
- Excellent written and verbal communication skills
- A proactive team member able to work on their own or with others on financial tasks
- A high level of accuracy and attention to detail

Special conditions:

- Able to demonstrate commitment to the aims and objectives of the Charity.
- Willingness to work outside office hours and weekends on occasion.
- Willingness to undertake further training as and when required.

To apply for this role, please email your CV and a cover letter to doro.pasantes@thebrightwell.org.uk before Monday 9th November 13:00 hours
Applications received after this time will not be considered.

If you have any questions regarding the role, please call the Centre Manager Doro Pasantes on (01454) 201 686.

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work, etc Act 1974.

*Appointments are subject to an enhanced certificate from the DBS.
We are an equal opportunities employer.*