

**PART TIME FINANCE ASSISTANT/BOOKEEPER**

Job Title: Finance Assistant/Book Keeper

Hours: 10 hours per month plus 20 additional hours at year end

Salary: £10.00 per hour (incl hol pay)

Responsible to: Chief Executive

Location: Homeworker

Wiltshire Mind is the independent local mental health charity operating in Wiltshire. We provide friendly, safe places where anyone with mental health issues can find support and friendship and be encouraged to live full lives and play their part in society. We provide counselling services and group support and training across Wiltshire.

The role of the Finance Assistant/Book Keeper will be to support the Wiltshire Mind function. The role can be carried out from home with a monthly visit to the office to gain paperwork. The successful candidate will have experience of using Quickbooks.

The successful candidate will be required to undertake the following tasks:

**Monthly**

* Manage purchase ledger including inputting of payments (invoices, expenses, etc already recorded, authorised and paid) using original documents or a schedule of same via email
* Setting up of new suppliers/customers/employees/sources of income/others in Quickbooks as required
* Manage income including inputting of receipts and deposits (already recorded and banked) using original documents or a schedule of same via email
* Manage bank/cashbooks (Current account & Petty Cash) including retrieval of online statements and reconciliation.
* Setting up new codes and classes on Quickbooks as required

**Month-end tasks**

* Reconciliation of cashbooks and ledgers with statements and prime documents
* Preparation of journals for allocation of costs to cost centres
* Ajustments for accruals and prepayments as required
* Preparation of financial and management reports from Quickbooks data for CEO and Trustees

**Approx 10 hours per month, subject to review**

**Year End tasks**

**Manage closure of accounts including:**

* Preparation of accounting records for submission to Auditor eg posting of debtors and creditors, accruals and prepayments
* Liaising with Auditors during their site visit and afterwards as required
* Oversee preparation of Annual Report and Accounts for Charity Commission and Companies House

**Additional 20 hours (before and after year end)**