



Book-keeper

JOB DESCRIPTION

Reports to: Finance manager with task reporting to Chief Operating Officer as appropriate

Hours: 2 days a week and will require flexibility around the Festival time in July

Based at: Festival Office (Buxton)

Purpose of the Role

To process, record and report all financial transactions of the organization in a timely and accurate manner, working with stakeholders across the organization to ensure the effective and efficient management of its transactions.

Key Responsibilities

- Maintain financial systems, including purchase, sales ledger, fixed assets ledger and general ledger.
- Account for VAT and produce returns on a quarterly basis.
- Reconcile financial ledgers to bank accounts.
- Reconcile control accounts as appropriate
- Operate the Festival’s payroll, National Insurance and Nest Pension scheme.
- Calculate and monitor staff holidays entitlement.
- Perform year end tasks to facilitate the production of statutory accounts.
- Prepare end of month and end of year reporting packs.
- Provide financial information to other team members on an ad-hoc basis and as appropriate.
- Support the Finance Manager in complying with all legal and statutory requirements for charities and registered companies.
- Monitor and report on restricted funds.

- Produce returns for HMRC as required.

Other

- Make an active contribution to team-wide goals and activities that form part of the organization
- Any other reasonable duties commensurate with this role's skills and responsibilities, as requested and directed by the Chief Executive Officer.