

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Book Keeper
<b>JOB TYPE:</b>	Permanent, Full Time
<b>LOCATION:</b>	Deans Office, Peterborough Cathedral
<b>REPORTS TO:</b>	Chief Finance Officer

## **JOB PURPOSE**

- To assist the Chief Finance Officer in the day to day running of the finance function.
- To ensure that the general ledger is maintained up to trial balance.
- To ensure the day to day transactions for purchase orders and both sales and purchase ledgers are coded, input and up to date on the ledger.
- To complete the bank reconciliation on a regular basis (at least weekly).
- Reconciliation of supplier and other accounts.
- Accounting for transactions relating to the Cathedral's shops and giving and posting into the Sage ledger system.
- Identifying and raising monthly creditor payments.
- Credit Control and management of outstanding balances.
- Checking and agreeing monthly petty cash claims.
- Collating the monthly payroll and expenses information and liaising with the payroll team.
- To assist with completion and input monthly accruals and prepayments journals.
- To assist with preparation of monthly management accounts.
- To assist with providing management information; analysis and investigation of accounts for management and budget holders and to support the cash flow.
- To assist with providing information to support the VAT returns.
- To maintain adequate records of separate projects and funds for information and analysis.
- To deal with ad-hoc queries generated by the Chief Finance Officer that assist in meeting service needs.
- To ensure confidentiality at all times as some material may be of a sensitive nature.

## **SERVICE DELIVERY**

- Interrogation on the ledger system in order to perform variance analysis.
- Input journal and budget documents.
- Assist the Chief Finance Officer in the month-end and budget setting process in order that all deadlines are achieved.
- To perform ad-hoc costings as and when required by the Chief Finance Officer.

- To provide administrative services including filing, photocopying, collation of information and any other similar associated duties.
- To maintain and manage the departmental filing systems.
- To provide other clerical support to the team including preparation of correspondence.
- To deal with enquiries received by telephone in a prompt and professional manner.
- To escalate enquiries to a manager where he/she is unable to resolve themselves.
- To display a high standard of conduct and a professional approach when in contact with others.
- To be aware of and comply with all relevant legislation and maintain a safe and healthy working environment at all times.
- To work towards personal and departmental objectives as applicable.
- To undertake other relevant tasks when required of an ad-hoc nature by the Chief Finance Officer.
- To ensure that all financial policies of the Cathedral are followed.
- The prompt reporting and investigation of all incidents and untoward incidents.

## **GOVERNANCE**

Ensure compliance with Cathedral policies, procedures and guidelines for self and others, by taking action/alerting senior management team if practice appears to contravene policy.

## **MANAGERIAL/LEADERSHIP**

Ensure a healthy, safe and secure working environment, ensuring compliance with legal and regulatory requirements, maintaining accurate documentation and reporting any concerns.

## **EDUCATION/LEARNING**

Take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn, including full participation in the appraisal process, action learning and by maintaining a professional/personal portfolio of learning.

**This job description is an outline of the role and function. It is not intended to describe all specific tasks.**

**PERSON SPECIFICATION – Book Keeper**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESS BY</b>
<b>QUALIFICATIONS KNOWLEDGE/ PREVIOUS EXPERIENCE</b>	<p>Working knowledge of Book Keeping entries and preparing Trial Balances</p> <p>Competent in the use of Sage</p> <p>Competent in the use of PC based applications, including Excel.</p> <p>Proven track record of performance in delivering against tight deadlines.</p> <p>Inputting financial data accurately and in a timely manner.</p>	<p>To have an understanding of Cathedral Finance.</p> <p>AAT qualified or other recognised qualification.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>SKILLS</b>	<p>Ability to work under your own initiative.</p> <p>Good communication skills with all levels of staff, clients external &amp; internal both verbally and in writing.</p> <p>Ability to work in a multi-disciplinary environment.</p> <p>Professional approach with an ability to focus on customer service and quality orientation.</p> <p>Ability to prioritise, manage &amp; generate own workloads.</p> <p>Confident approach.</p> <p>Attention to detail.</p> <p>Proficient in computer packages. (Microsoft Office) (ECDL).</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>VALUES</b>	<p>A commitment to quality and safety.</p> <p>A recognition of the importance of showing respect, dignity and compassion to visitors and colleagues.</p>		<p>A/I</p>

	<p>A listening, learning and leading approach.</p> <p>A commitment to work together to create the best outcomes.</p> <p>It is not a requirement that the post-holder be a practicing member of the Church of England but s/he must be able to understand and support the Cathedral's Christian ethos, and vision.</p>		
<b>BEHAVIOURS</b>	<p>Must be willing to act as a role model.</p> <p>Must be willing to take personal responsibility.</p> <p>Must have the courage to speak up.</p> <p>Must value and appreciate the worth of others</p> <p>Must perform to the best of your ability.</p>		A/I
<p><b>PHYSICAL REQUIREMENTS</b> (Reasonable adjustments will be made under the Disability Discrimination Act)</p>	<p>Good attendance record.</p> <p>Ability to perform a wide range of duties according to the Job Description.</p>		R

**KEY:** Application form = A Interview = I References = R Skills test = S