



JOB DESCRIPTION

Job title: Senior Bookkeeper
The preferred candidate will be a self-employed contractor but we will consider recruiting a permanent employee (hours and remuneration available on request)

Reporting to: Director of Finance

Hourly rate: £22.50 - £25.00 per hour (dependent on experience)

Hours: 20 hours per week - between 9am and 5pm

Location: Bristol Office with occasional home working

Terms: Permanent

Purpose:

FareShare South West is part of the national FareShare U.K. network of surplus food redistribution charities.

We fight food poverty by tackling food waste. We source quality surplus food - from food retailers, manufacturers, and suppliers - engaging volunteers to redistribute to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions, etc.). Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly, and keyworkers.

Senior Bookkeeper Job Responsibilities:

- Take lead responsibility for day-to-day bookkeeping and reporting duties using SAGE 50, to include sales ledger invoicing, credit control, purchase ledger processing & payments. Prepare and post general ledger journals.
- Ensure that bank reconciliations, payment of invoices, fundraising platform reconciliations, and reclamation of Gift Aid are administered accurately and in a timely manner.
- Prepare monthly management accounts showing income and expenditure against budget/reforecast, monitor reserves and compliance including restrictions on the use of funds.
- Assist in the development of budgets, forecasts and financial plans in collaboration with the Director of Finance and CEO.
- Support the management of membership income, fundraising income and expenditure forecasts.
- Work with the Director of Finance to provide payroll data compilation for external third-party payroll processing. Oversee payments of PAYE to HMRC on monthly basis along with associated reporting.
- Ensure that proper financial records are maintained in the accounting system, alongside organised paper records where required.
- Produce and submit quarterly VAT returns accurately and on-time.
- Maintain petty cash controls in remote locations, carry out monthly reconciliations.
- Check and approve staff and volunteer expense claims for reimbursement.

- Ensure that the organisation's policies on financial procedures and controls are up to date, in line with the changing needs of the organisation, and to meet Charity Commission and UK GAAP policy requirements.
- Work in conjunction with the Board of Trustees' volunteer accountant to revise the Balance Sheet and Cashflow / Solvency modelling and reporting.
- Assist the Director of Finance in the production and audit of year-end accounts in accordance with legal requirements.
- Maintain GDPR regulations within the finance department with appropriate security and discretion with sensitive financial data.
- Work alongside the Director of Finance and key stakeholders in any projects and new ventures, ensure data is transferred accurately across differing accounting systems.
- Work with the Director of Finance to automate the procurement system for regular purchases to achieve savings and make purchase ordering more efficient.
- Work with regional management in off-site locations to ensure financial control at divisional warehouses.
- Where necessary, explain financial procedures to staff, arrange training for colleagues as required and ensure that good financial practice is embedded in the organisation.
- Work alongside Regional Managers and Membership teams to manage the on-time payment of membership invoices by FSSW Community Food Members (CFMs).
- Review escalation procedures and integration with CRM tools (SalesForce) to improve debtor ageing reporting and budgeting of cash collections.

Personal Attributes, Qualifications and Experience

- Honesty, integrity and professionalism.
- Numerical accuracy with attention to detail.
- Ability to work in a multi-cultural, voluntary organisation, committed to equal opportunities.
- Commitment to the values and aims of FareShare South West.
- Ability to work supportively in a busy staff team and with volunteers.
- Knowledge of charity accounting and reporting requirements e.g., restricted vs unrestricted funds, and reserves reporting.
- IT literate - specifically in Microsoft Office and proficiency in accounting systems, ideally Sage 50.
- Accounting Qualification (CIMA, AAT, ACCA) or demonstrable experience gained at previous roles, and / or a willingness to work towards a professional qualification.
- Desirable but not essential - previous experience in the use of Power BI, Salesforce or 'Open-API' larger accounting systems

Please send your CV and covering letter to: David Suckling, Director of Finance (email address: recruitment@faresharesouthwest.org.uk).

This is a rolling recruitment process. Candidates will be interviewed as and when they are shortlisted. If you need additional support with your application or would like more information, please contact David Suckling on 0117 954 2220.

We request no contact from agencies or media sales.