

HAWKWOOD

centre for future thinking

JOB DESCRIPTION

JOB INFORMATION

JOB TITLE	Accounts Assistant
LOCATION	Hawkwood
WORKING HOURS	Part time, hours and days to be agreed
WAGE	£18,000 per annum pro rata

POSITION IN THE ORGANISATION

REPORTS TO	Accounts Manager
ACCOUNTABLE FOR	For providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations.
WORKS IN CONJUNCTION WITH	All managers

THE CONTEXT :

Hawkwood is set in a 42 acre estate on the edge of Stroud. As a charity, we bring together people and organisations in support of creative endeavour, a flourishing society, and a sustainable environment. We run a thriving educational programme, artists retreats and residencies and events including talks, debates, films and festivals. We also welcome other organisations to hire our venue. www.hawkwoodcollege.co.uk

OVERALL PURPOSE OF JOB

To Assist the Accounts Manager in all aspects of Hawkwood's finances.

MAIN DUTIES AND RESPONSIBILITIES (but not limited to)

Purchase, Sales and General Ledgers

- Daily reconciliation of till/ cash management and banking
- Credit card processing
- Input purchase and sales ledgers invoices
- Assist with purchase and sales ledger processing
- Reconciliation of accounts
- Process time sheets
- Banking of funds

Administration

- Filing and other office administration duties as required
- Maintain accurate records and files
- Compile necessary records and information for accountants for year-end reports
- Act as a bank signatory for Hawkwood

General

- Support the CEO in maintaining a profitable operation
- To carry out the above duties in accordance with Hawkwood's Health and Safety Policy.
- To work co-operatively with other staff
- To comply with all Hawkwood's policies and procedures as contained in the Staff Handbook and follow the staff code of conduct (attached).
- To maintain exemplary standards of professionalism, honesty and respect at all times
- To be responsible for the care and development for your working area.
- To attend meetings and supervision as required.
- To undertake training and development as required by Hawkwood.
- To undertake work related continued professional development (CPD) as required by the post.
- May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

PERSON SPECIFICATION		ESSENTIAL / DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Good financial and analytical skills • Good IT skills, including computerised accounts • Excel skills and report writing skills • Excellent Communication skills • Excellent numeracy skills and accuracy and ability to interrogate data. 	E E D E E
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of Quickbooks • Knowledge of VAT and Gift Aid 	D D

EXPERIENCE	<ul style="list-style-type: none"> • Experience of dealing with purchase and sales ledger • Experience of monitoring cash flow within a small organisation • Experience of computerised accounting systems. 	E D E
QUALIFICATIONS	<ul style="list-style-type: none"> • An accounting qualification or qualified by experience • Good general level of education including GCSE or equivalent Maths and English 	D E
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • Ability to act confidentially and with discretion • A 'can do' attitude • To uphold and respect data protection laws 	E E E

PERSONAL CHARACTERISTICS
<ul style="list-style-type: none"> • Work individually and as part of a team • Flexible • Positive attitude • Self driven • Reliable • Practical minded • Tolerant • Willing to listen • Willing to multi skill • Good communicator

STAFF AND VOLUNTEER CODE OF CONDUCT
<p>Whilst working as a member of staff or a volunteer at Hawkwood the jobholder will:</p> <ul style="list-style-type: none"> • Act in accordance with my employment contract and 'written statement' and follow the policies and procedures in the staff handbook. • Act in the best interests of Hawkwood at all times and act in a way that will enhance Hawkwood's reputation and standing in the community. • Be considerate, courteous and with respectful to the opinions, views, origins and backgrounds of all other members of staff, volunteers, visitors and trustees; and respond to others with an open mind. • Keep themselves up-to-date with what is happening at Hawkwood and understand the educational

programme and how their role impacts on Hawkwood's success and reputation.

- Take a caring attitude to the grounds and the house and the use of all Hawkwood's resources.
- Maintain confidentiality in respect to the information they have access to regarding other staff members, volunteers, visitors and trustees