

# HAWKWOOD

## JOB INFORMATION

<b>JOB TITLE</b>	Accounts Manager
<b>LOCATION</b>	Hawkwood College, Painswick Old Road, Stroud, GL67QW
<b>WORKING HOURS</b>	3 Full days
<b>SALARY</b>	£20,000 pro rata

## POSITION IN THE ORGANISATION

<b>REPORTS TO</b>	The CEO + Finance Manager
<b>ACCOUNTABLE FOR</b>	For providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations.
<b>WORKS IN CONJUNCTION WITH</b>	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](http://www.hawkwoodcollege.co.uk)

## OVERALL PURPOSE OF JOB

To manage all aspects of Hawkwood's finances.

## **MAIN DUTIES AND RESPONSIBILITIES (but not limited to)**

### **Purchase, Sales and General Ledgers**

- Reconciliation of all accounts
- Reconciliation of till/ cash management and banking
- Credit card processing
- Deal with all aspects of the purchase and sales ledgers
- Purchase and sales ledger processing including – Hawkwood income, tutor fees, conference booking invoices
- Collate payroll information

### **Supports the CEO and Consultant Finance Manager**

- Develop accounting procedures to ensure we operate in the best possible way
- Support the CEO to prepare annual budgets and forecasting
- Compile management information
- Run payroll and PAYE accounting including the pension scheme
- Account for all aspects of VAT
- Prepayments and Accruals

### **Fundraising Scheme**

- Deal with the Hawkwood fundraising scheme
- Deal with Gift Aid

### **Administration**

- 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
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Good financial and analytical skills, with a working understanding of management accounts</li> <li>• Good IT skills, including computerised accounts</li> <li>• Excel skills and report writing skills</li> <li>• Excellent Communication skills</li> <li>• Excellent numeracy skills and accuracy and ability to interrogate data.</li> </ul>	E  E E E E
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of Quickbooks Online</li> <li>• Knowledge of VAT and Gift Aid</li> </ul>	D E
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of dealing with purchase and sales ledger</li> <li>• Experience of monitoring cash flow within a small organisation</li> <li>• Experience of computerised accounting systems.</li> </ul>	E  E  E
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• An accounting qualification or qualification by experience: ACCA/CIMA preferred</li> <li>• Good general level of education including GCSE or equivalent Maths and English</li> </ul>	E  E
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Ability to act confidentially and with discretion</li> <li>• A 'can do' attitude</li> <li>• To uphold and respect data protection laws</li> </ul>	E E E

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

## STAFF AND VOLUNTEER CODE OF CONDUCT

Whilst working as a member of staff or a volunteer at Hawkwood the jobholder will:

- 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