



Job Title:

Bookkeeper

Main purpose of job:

To ensure all accounts are up to date and accurate

Relationships:

- a) Responsible to: The Partners and Managers
- b) Responsible for:
- c) Liaison with: The Partners, Managers, all Washingpool staff, Accountants, Suppliers and Customers

Main tasks of the job:

- Taking sole responsibility for the company accounts/bookkeeping using Quickbooks Online
- Entering invoices, payments and sales receipts on to the software and journals
- Completing spreadsheets
- Submitting quarterly VAT returns
- Reconciling bank, payroll and cash accounts
- Monitoring the cash book
- Filing of paperwork
- Producing month end management reports for partners
- Investigating finance related queries
- Working with outsourced accountant to produce year end accounts
- Processing and reconciling accommodation payments via the online booking software (Supercontrol)
- Monitoring and responding to relevant emails and telephone calls
- Other administrative tasks as required

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organization

Additional Information

Essential Skills:

- Previous Bookkeeping experience
- Working knowledge of Quickbooks Online
- Working knowledge of Microsoft Excel and Word
- Excellent attention to detail
- Excellent organisational skills
- Excellent communication skills
- Be self-motivated

Hours of Work:

- Minimum of 20 hours per week, between 8am and 5pm, with additional hours as the business dictates
- Working days Monday, Wednesday and Friday
- Unpaid meal break of one hour on each day attending work for more than six hours, such a break to be taken at a time specified by Employer or Manager
- Permanent position
- To start as soon as possible

Rate of Pay:

- Rate dependant on experience
- Paid per hour, weekly in arrears
- Staff discount of 20% off products in the shop and restaurant for staff only (non-contractual)

Probationary Period:

- The first 8 weeks of employment will be a probationary period during which you and your employer would have an opportunity to assess your suitability for the position appointed.

To be considered for this role please send us your covering letter with either your CV or our completed application form. Our email address is info@washingpool.co.uk , our postal address is Washingpool Farm, Bridport, Dorset, DT6 5HP or hand in to our Farm Shop.

Our application form is available from our shop and on our website www.washingpool.co.uk