

# Job Description



## Key Responsibilities

### Accounting & Financial Duties

- Sage Management: Keep Sage accounting software up to date with all transactions.
- Petty Cash Management: Ensure petty cash is correctly documented, reconciled and input into Sage on a monthly basis. Cash from petty cash to be paid into the bank as and when required.
- Monthly financial reports: ensure data is input to export monthly financial reports.
- Client Invoices: Issue invoices to students every half term and generate invoices for GCC students at the end of each period.
- Timesheets & Payroll: Process employee timesheets and manage payroll.
- Annual Leave Recording: Maintain accurate records of staff annual leave.
- Banking: Deposit funds at the bank as required
- Gift Aid: Manage gift aid claims and ensure timely submissions.
- Liaison with Accountant: Coordinate with the accountant for financial reviews and audits.
- Manage purchase invoices, paying in a timely manner.
- Manage pay pal account, total giving and sum up

### Administrative Duties

- Trustee Board Support
- Draft agendas for trustee board meetings.
- Take and distribute minutes at trustee board meetings.
- Action items from trustee board meeting minutes.
- Maintain policies and procedures ensuring legislative information is correct and documents are reviewed annually.
- Maintain core business risk assessments reviewing as per the policy requirements
- Managing new referrals, service agreements
- Managing LA framework contracts and proving information for these when required.
- Funding and grants, seeking out and applying for potential funding and opportunities
- Communication, emails, phone calls managing social media presence, leaflets and literature about the organisation
- Managing our social media presence to engage with the public and answer any questions and build up our engagement in the community.
- Manage staff files contracts, references, DBS checks



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## Compliance:

- Ensure company information is current with Companies House.
- Maintain updated records with the Charities Commission.

## Qualifications

- Proficiency in Sage or similar accounting software.
- Strong organisational skills with attention to detail.
- Experience in handling petty cash and preparing financial reports.
- Ability to manage payroll and process timesheets.
- Excellent written and verbal communication skills.
- Experience with administrative duties, including minute taking and agenda preparation.
- Familiarity with compliance requirements for Companies House and the Charities Commission.

## Personal Attributes

- Reliable and able to work independently.
- Strong numerical and analytical skills.
- Discreet and able to handle confidential information.
- Proactive with a can-do attitude.

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