



The Bishop's Palace
WELLS · SOMERSET

Job Description

<i>Title</i>	Bookkeeper
<i>Hours</i>	24 hours per week (ideally over 4 days)
<i>Salary</i>	£12,324 - 14,270 (Full time equivalent: £19,000 - £22,000)
<i>Report to</i>	Management Accountant
<i>Organisation Context</i>	The Palace Trust is a social enterprise and major visitor in Somerset and the South West; with 80,000 visitors per year, a turnover of £1 million and 25 FTE staff. Encompassed within the site is a shop, The Bishop's Table café restaurant and Undercroft, which can be hired for events including weddings.
<i>Mission, Vision and Values</i>	<p>As a charitable organisation our aim is to protect and promote The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning.</p> <p>Our Vision</p> <p>To protect and promote the Bishop's Palace, for all to visit, benefit from and enjoy.</p> <p>Our Mission</p> <p>Our mission is to provide a place of hospitality for spiritual reflection, Christian ministry and learning, whilst conserving and developing the only living and breathing Bishop's Palace and Gardens open to all.</p> <p>What we value</p> <ul style="list-style-type: none"> • Our unique site and heritage • Our local community, supporters and visitors • The spiritual nature of the site • Our relationship with the Bishop and his ministry • Our warm, hospitable and engaging welcome • The quality of our offer • Our staff and volunteers • Our role in shaping history
<i>Key tasks – What the Palace Trust expects from the Bookkeeper</i>	<p>Bookkeeping</p> <ul style="list-style-type: none"> • Record all financial transactions of the Palace Trust and Enterprises using the chosen accounting software • Reconciling banking to till records • Maintenance of fixed asset register and depreciation codes <p>Payroll</p> <ul style="list-style-type: none"> • Processing of new employees/leavers • Calculation of monthly gross and net pay and payroll deductions using a

	<p>schedule of hours worked for hourly paid employees and based on annual salaries for salaried employees using the chosen payroll software</p> <ul style="list-style-type: none"> • Provision of payslips for all employees • Set up payment of all employees by BACs • Process payments to the Pension Scheme • To account for PAYE/NI to HMRC • Perform all year end procedures including P35 and online year returns <p>Accounts Payable</p> <ul style="list-style-type: none"> • Set up payment of all expenses and invoices upon receiving proper authorisation • Liaising with suppliers concerning queries regarding outstanding amounts payable from the Trust • Reconciling supplier statements with those of the Trust and identifying any differences <p>Accounts Receivable</p> <ul style="list-style-type: none"> • Raising sales invoices as instructed • Performing such credit control functions as is necessary to recover outstanding debt from debtors • Process direct debits membership income <p>Banking</p> <ul style="list-style-type: none"> • Manage the day to day banking arrangements with NatWest, using the Bankline and NatWest online banking services to make payments and monitor account balances • Prepare monthly bank reconciliation <p>Gift Aid</p> <ul style="list-style-type: none"> • Submit regular gift aid claims to HMRC <p>Statutory and Other Returns</p> <ul style="list-style-type: none"> • Submit regular VAT returns to HMRC and liaise with them with regard to any queries which may arise, reconciling returns to the nominal ledger • Provide financial information to assist in the completion of funding applications and other returns as may occasionally be required <p>Other duties</p> <ul style="list-style-type: none"> • Providing support to the Management Accountant with the preparation of budgets, management and year end accounts • Liaising with the auditors as required • Providing other additional financial information and reports including any project reporting relating to the finances as may be required • Any other reasonable duties as may be required
<p><i>What the Bookkeeper can expect</i></p>	<ul style="list-style-type: none"> • Training and development to undertake the role • Support from the Palace Trust's staff team • The option to enrol onto our pension scheme

<i>from The Palace Trust</i>	<ul style="list-style-type: none"> • 25 days annual leave per year (pro rata) • 10% discount in the Palace shop • 10 half price tickets for friends and family each year
<i>Key internal contacts</i>	<ul style="list-style-type: none"> • The Chief Executive • Visitor Experience Manager • Operations Manager • Head Gardener • The Palace Administrator • Chef Manager • Marketing Manager • Trustees • Palace Trust's HR Adviser

Person Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • GCSE Maths and English at grade C or above or equivalent • A-levels or equivalent • Previous experience in a similar role • Previous experience of payroll, and accounts/bookkeeping 	<ul style="list-style-type: none"> • Previous experience of using Sage software (accounts and payroll) • Previous experience of working in an environment with a high number of retail/cash transactions • Previous experience working for a charity • AAT qualified
Skills and abilities	<ul style="list-style-type: none"> • Excellent IT skills, particularly Excel • Ability to consistently produce accurate, relevant and timely information to a high standard • High attention to detail • Good communication skills • Ability to follow procedures and existing systems • Ability to meet deadlines • Numerate 	
Personal Attributes	<ul style="list-style-type: none"> • Able to maintain confidentiality • Ability to work on own initiative and as part of a team 	

How to Apply

Please visit www.bishopspalace.org.uk/job-vacancies to download an application form.

Please send completed application forms to Recruitment@bathwells.anglican.org or post to: Human Resources, C/O The Old Deanery, St Andrews Street, Wells, Somerset, BA5 2UG by 15 June 2016.