

# **Contract Vacancy – Bookkeeper**

A vacancy has arisen at the Club for a Bookkeeper and applications are invited from club members.

## **Job Description**

Requirements of the role are to maintain the accounting records of the Club, principally but not entirely as follows:

1. To receive from the Club Secretary invoices/credit notes and post to the ledgers via the Club's Sage accounting system and reconcile supplier statements.
2. To prepare payment schedules for submission to the appointed payments person.
3. To receive weekly bar and food takings reports and post to the nominal ledger in Sage after agreeing the calculations of the contracted Club & Caterers percentage apportionments for food & bar.
4. To receive financial reports following Social events from the Social Chairman and competition and prize voucher reports from Match & Handicap and process appropriate entries via the nominal ledger in Sage completing relevant journals as required. To also maintain an Excel spreadsheet showing prize vouchers issued and redeemed.
5. To receive weekly wage details from the club secretary and process via payroll software to calculate wage 4 weekly payments and submit PAYE information to HMRC.
6. To calculate and complete quarterly VAT returns to HMRC paying particular attention to the Club's partial exemption status.
7. To undertake journal entries as required to keep records accurate and to reflect the Club's true financial position
8. To prepare monthly management and cash flow reports for submission to the Treasurer and to other committee chairmen as required or requested.
9. To regularly undertake reconciliation of the club's bank account and petty cash balance and post journal entries re the latter.
10. At the club's year end prepare trial balance for submission to the club's auditors and liaise with them re the year end and prepare required journal adjustments for accruals, pre-payments and depreciation prior to the preparation of the club's accounts.

## **Successful Applicant**

The ideal candidate will possess the following attributes:

1. Have a thorough knowledge either by experience or qualification of standard double entry bookkeeping and simple accounting practice, including PAYE and VAT.
2. Be thoroughly computer literate and have working knowledge of Sage or a similar accounting software package.
3. Will have good communication and personal skills.
4. Will have knowledge of the workings and practices of a golf club.

## **Remuneration**

The job is expected to take a maximum of 10 hours per month and will be paid at a rate of £15 per hour upon submission of monthly invoice.

Please note that this is a contract position and the appointed person will not be an employee of the golf club. An appropriate contract will be entered into between successful applicant and the Club upon appointment.

## **Applications**

Please submit summary of personal details and qualifications etc. by email to Andrew Grace: andrew\_grace@btinternet.com

**Please note - Applications close Sunday, September 16<sup>th</sup>.**