

Book Keeper Full/Part Time

JOB DESCRIPTION

Accountabilities

Accountable to: The Finance Manager

Liaison with: All staff from Reform Judaism, Leo Baeck College, Manor House Trust, Sha'arei Tsedek, Shofar, EUPJ

2. Job Purpose

- 2.1 To process accurately the accounting data required to produce regular management accounts:
 - Monthly for The Movement for Reform Judaism, the Leo Baeck College, Shofar
 - Quarterly for The Manor House Trust
- 2.2 To also process the data required to produce annual financial accounts for The Movement for Reform Judaism, Manor House Trust, Shofar and Leo- Baeck College

The key requirement of this role is to ensure the accurate and timely delivery of the month end trial balance for each company, along with any supplementary reporting that is produced from trial balance each month.

3. Operational Structure

Teamwork is central to the ethos of our work and all staff are expected to work supportively and communicate effectively within their teams. Much of our work is project based and staff should draw on the expertise of members of other teams as appropriate to support their work. In addition, staff may be invited to contribute to the project work of other teams.

4. Responsibilities – Leo Baeck College (LBC)

- 4.1 To be responsible for the day to day accounting records. This requires the accurate maintenance of the computerised accounting system and includes:-
 - 4.1.1 The responsibility for accurate entering of all relevant monthly data.
 - 4.1.2 Maintenance of the computerised cash book and daily reconciliation with bank statements for sterling bank accounts and monthly for foreign currency bank accounts.
 - 4.1.3 Ensuring that accurate records are kept for the sales ledger and
 - 4.1.4 To post sales invoices produced by LBC.
 - 4.1.5 To ensure that the correct figures are included in each month's accounts for grants and donations, for recharges both internally and externally, and for all

other accruals and pre-payments.

- 4.1.6 To perform regular credit control on Leo Baeck College Debtors, including chasing by phone and letters where necessary.
- 4.1.7 To produce monthly trial balance in the Excel interface from Exact to populate management accounts file for LBC within 10 working days of the end of each month. To ensure any new accounts are correctly mapped and that the general ledger reconciles to the management accounts extract.
- 4.1.8 Ensure all data entry errors are amended together with an audit trail of outstanding actions
- 4.2 To prepare monthly payroll for LBC. To act as a liaison with HR for payroll and pension related matters. To perform annual year end payroll process for tax and NI. Prepare annual P11Ds.
- 4.3 To work with the Financial Manager and the auditors on the preparation of Annual Accounts, to ensure that all records and documents are properly filed and in order; that all nominal ledger accounts are reconciled and that the balance on each account can be explained and justified.

5. Responsibilities – Movement for Reform Judaism (MRJ)

- 5.1. To be responsible for the day to day accounting records. This requires the accurate maintenance of the computerised accounting system and includes:-
 - 5.1.1. The responsibility for the accurate entering of all relevant monthly data
 - 5.1.2. Data entry and preparation of month end Journals.
 - 5.1.3. Maintenance of the computerised cash book and daily reconciliation with bank statements for sterling bank accounts and monthly for foreign currency bank accounts.
 - 5.1.4. Ensuring that accurate records are kept for the sales and purchase ledgers and that these are reconciled to the nominal ledger each month.
 - 5.1.5. To produce estimates and actual invoices for the annual synagogue assessments when requested and to provide regular summary of receipts by synagogue for use by the Financial Manager. At the year end to provide a final reconciliation of receipts versus accruals.
 - 5.1.6. To ensure that the correct figures are included in each month's accounts for grants and donations, for recharges both internally and externally, and for all other accruals and pre-payments.
 - 5.1.7. Ensure all data entry errors are amended together with an audit trail of outstanding actions

6. To accurately produce a monthly fundraising reconciliation within 4 days of month end. To perform regular credit control on Movement for Reform Judaism Debtors, including chasing by phone and letters where necessary:
 - 6.1. Data entry and preparation of month end Journals.
 - 6.2. To produce monthly trial balance for Excel interface from Exact to populate the management accounts file for MRJ within 10 working days of the end of each month. To ensure any new accounts are correctly mapped and that the general ledger reconciles to the management accounts extract.
 - 6.3. To work with the Financial Manager and the auditors on the preparation of Annual Accounts, to ensure that all records and documents are properly filed and in order, that all nominal ledger accounts are reconciled and that the balance on each account can be explained and justified.
 - 6.4. To prepare monthly payroll for MRJ. To act as a liaison with HR for payroll and pension related matters. To perform annual year end payroll process for tax and NI. To prepare annual P11Ds.

6. Manor House Trust (MHT)

- 6.1. To produce quarterly trial balance for Excel interface from Exact to populate management accounts file for MHT quarterly. To ensure any new accounts are correctly mapped and that the general ledger reconciles to the management accounts extract.
- 6.2. To prepare monthly payroll for MHT. To act as a liaison with HR for payroll and pension related matters. To perform annual year end payroll process for tax and NI. Prepare annual P11Ds.
- 6.3. To work with the Financial Manager and the auditors on the preparation of Annual Accounts, to ensure that all records and documents are properly filed and in order, that all nominal ledger accounts are reconciled and that the balance on each account can be explained and justified.
- 6.4. Ensure all data entry errors are amended together with an audit trail of outstanding actions.

7. Shofar

- 7.1. Data entry and preparation of month end Journals.

8. General

- 8.1. To work co-operatively and flexibly as part of a small but busy team.

- 8.2. To be responsible for liaising with line manager in respect of personal performance, development and training needs.
- 8.3. To undertake other duties within the scope of the job, as directed from time to time.