

The Norwich Centre for Personal & Professional Development and Norwich Centre  
Projects Ltd

**Book-keeper**

**7 hours (flexible) a fortnight**

The Norwich Centre offers counselling to all regardless of ability to pay. Norwich Centre Projects Ltd offers counselling and training to commercial, statutory and charitable organisations, and is committed to supporting the work of the Norwich Centre charity.

This is an opportunity for an experienced and enthusiastic book-keeper to play a key role in a well-established organisation. Apply today if you have superb accounts knowledge of computerised systems, and accounts tasks including sales and purchase ledger, reconciliations, VAT and year end accounts.

**Job Description:**

The main function of the Book-keeper is to maintain the financial records of the Norwich Centre and Norwich Centre Projects Ltd

**Principle Duties:**

- Maintaining the financial records of the Norwich Centre and Norwich Centre Projects Ltd including raising invoices, entering information onto SAGE and checking bank statements.
- Preparing monthly management accounts for the Centre Director and for meetings of the Trustees and Directors.
- Assisting the Centre Coordinator to provide monthly information to bureau payroll service
- Preparing information for the accountant for the year end for the Norwich Centre and Norwich Centre Projects Ltd
- Preparing information for the Centre Director/Managing Director for the annual budgets.

**Qualifications and experience:**

**Essential**

Knowledge of computerised accounts systems, and accounts tasks including sales and purchase ledger, reconciliations, VAT and year end accounts.

Expert knowledge of Microsoft Office including Access

Proven experience of using spreadsheets, handling finances and producing monthly figures etc

Sympathy with the aims and work of a service which is responsive to persons with mental and emotional difficulties

Ability to work unsupervised

An enthusiastic and flexible approach

Attention to detail

Good communication skills

### **Desirable**

Qualified to AAT Intermediate level or equivalent experience

Experience of Sage Accounting software

Experience of charity accounts

### **Other requirements**

Standard DBS check

Commitment to the aims and work of a service which is responsive to persons with mental and emotional difficulties

*The criteria are subject to reasonable adjustment to enable disabled candidates to fulfil the requirements of the job.*

**Salary:** £25000 pro rata

**Annual leave:** 4 weeks pro rata

To apply for this post please complete and return the electronic application form and equal opportunities monitoring form by email to [finance@norwichcentre.org](mailto:finance@norwichcentre.org)

Closing date: 30<sup>th</sup> November 2018

Interview date tbc