



## **Bookkeeper**

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**ACCOUNTABLE TO:** Finance Manager

### **JOB SUMMARY:**

Sacrewell is a popular farm attraction located to the west of Peterborough with around 100,000 visitors a year. Sacrewell is run by The William Scott Abbott Trust, an education charity with 60-years of history. Our education programmes focus on farming and the countryside.

The Trust seeks to create a safe, accessible, fun, and enriching educational environment for all visitors. We want to help our visitors make real-life connections to food, farming and the countryside and our aim is that every visitor explore, experience and enjoy.

This is an exciting time within The William Scott Abbott Trust at Sacrewell, and we need someone fantastic to be part of our team. We need a reliable and enthusiastic bookkeeper who is passionate about delivering a high standard of financial support.

The Bookkeeper is responsible for providing high quality, customer focused financial support services to the organisation. Working closely with finance and other team members to process, record, produce reports of financial transactions and assist in the preparation of accounts to ensure the processing and reporting deadlines are met, and so that organisational commitments are fully satisfied. The Bookkeeper provides robust high-quality financial information which underpins effective decision making across the organisation.

Due to the nature of the business, weekend and Bank Holiday working may be required.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Trust. In addition, all employees are expected to adhere to the Trust's commitment to providing a safe and positive working environment for all.

**Hours:** 22.5 hours per week on average – actual hours will reflect the financial timetable needs of the Trust.

**Working Pattern:** Monday to Friday



**KEY RESPONSIBILITIES:**

- Recording sales income, till income and sales invoices, maintaining the sales ledger and applying credit control
- Recording purchase invoices and payments and maintaining the purchase ledger
- Maintaining the general / nominal ledger and administer any nominal journals
- Preparing Payroll data (including Expense Claims) for internal review to ensure accurate information is given
- Record, summarise and analyse bank receipts and bank payments
- Reconcile all bank accounts, online payments and credit card transactions
- Preparation of quarterly VAT Returns
- Prepare the monthly actual vs budgets reporting
- Complete the reconciliation of all key control accounts on a weekly and monthly basis as appropriate
- Assisting with the preparation of year end accounts and work closely with the auditors to ensure they have required access to information and assist with any subsequent adjustments
- Dealing with finance enquiries and correspondence in a timely and positive manner
- Supporting the Finance Team in ensuring full compliance with appropriate accounting standards and statutory reporting obligations
- Supporting the Finance Manager in continuous improvements within the Finance function.

**The Bookkeeper will have:**

- Excellent organisation, communication and customer service skills
- Experience in a bookkeeping role
- Experience of advanced Excel and data manipulation
- Knowledge of SAGE 50 Accounting system including the processing of Sales / Purchase Invoices; Supplier Payments; Journal Entries; VAT Returns; Bank Reconciliations
- Ability to maintain confidentiality in a professional manner
- Excellent verbal and written communication skills

**They will need to be:**

- A confident, flexible team player with a proactive and enthusiastic attitude
- A self-starter able to work on their own initiative
- Able to prioritise and respond flexibly to demands
- A problem-solver with a positive and can-do attitude



William Scott Abbott Trust  
· at Sacrewell ·



## **The William Scott Abbott Trust and Sacrewell core values**

### **Think long-term**

- We look after Sacrewell for the future. We're dynamic, far-sighted and ready to lead for the long term. We behave in a sustainable way, reducing our impact on the environment and spending wisely to make sure we have the financial security to look after special places forever. We keep things simple and are imaginative about finding better ways to do things.

### **Respect and cherish our land**

- We hold Sacrewell in the highest regard. We all value the role it has had and will continue to have in people's lives. We connect with William Abbott's ethos and desire to share our agricultural heritage with everyone. We celebrate the distinctiveness of Sacrewell keeping it honest and authentic. We are all ambassadors for The William Scott Abbott Trust, promoting the importance of our work and the experiences we offer at Sacrewell.

### **Inspire people – "can-do" attitude**

- We inspire people to connect with agriculture and nature. We're warm, welcoming and actively part of the communities around us. We encourage and listen to other people's views, needs and suggestions, and we exceed people's expectations with our positive 'can-do' attitude. We thrive by involving people in what we do, inspiring them to share our passion for Sacrewell.

### **Share our common purpose – Teamwork**

- We work together to look after Sacrewell. We trust and empower each other to make the right decisions, working collaboratively and at pace. We build effective relationships, learning from each other and promoting simplicity, fairness, innovation and learning. As we work towards achieving our common purpose we're clear on what we're accountable for, making decisions within agreed frameworks.