

WAVENEY DOMESTIC VIOLENCE AND ABUSE FORUM **JOB DESCRIPTION**

JOB REFERENCE: DV03	JOB TITLE: Bookkeeper
HOURS: 8 Hours/Month	SALARY: £10 per hour
ACCOUNTABLE TO: Treasurer of the Board of Trustees	ACCOUNTABLE FOR: N/A
LOCATION: Lowestoft Office and/or Home Based	
ANY SPECIAL CONDITIONS OF SERVICE	
N/A	
PURPOSE AND OBJECTIVES OF THE JOB	
<p>Waveney Domestic Violence & Abuse Forum is an independent registered charity established in 1981, providing support for families impacted by domestic violence and abuse.</p> <p>The postholder will be responsible for the day-to-day financial activities and reporting to ensure that financial rules are followed.</p>	
CONTROL OF RESOURCES	
PERSONNEL	N/A
FINANCIAL	The financial administration of WDVAF
EQUIPMENT/MATERIALS	Responsible for relevant data relating to the finances work of WDVAF.

VALUES AND BEHAVIOURS

- Valuing our people
- Focusing on customers/clients
- Acting with integrity
- Using time effectively
- Working together
- Always learning and improving

RELATIONSHIPS

Representatives and employees of partner organisations including statutory and non-statutory partners.

Board of Trustees

PRINCIPAL DUTIES

1. Monitoring expenditure and income and maintain records of financial transactions by establishing accounts.
2. Paying invoices and ensuring monthly & end of year reconciliations with assistance from the manager and Treasurer
3. Producing and presenting financial reports to trustees at monthly meetings.
4. Recording of receipts, payments on accounts system following allocation.
5. Ensuring legal requirements compliance
6. To operate current data system (Xero or QuickBooks). to account for financial transactions.
7. Maintains subsidiary accounts by verifying, allocating, and posting transactions.

PERSON SPECIFICATION

NOTE TO APPLICANTS:

Note to Applicants: The Essential Criteria are the qualifications, experience, skills, or knowledge you **MUST SHOW YOU HAVE** to be considered for the job. The How Identified column shows how WDVAF will obtain the necessary information about you. If the How Identified column says the Application Form next to an Essential Criteria you **MUST** include in your application, enough information to show how you meet these criteria. You should include examples from your paid or voluntary work.

WDVAF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

POST: Finance Officer

CRITERIA	Essential (E) or Desirable (D)	How Identified: Application Form (AF), Interview (I)
SPECIAL WORKING CONDITIONS		
1. Willingness to attend occasional evening meetings if required.	D	I
QUALIFICATIONS AND EXPERIENCE		
1. Educational qualifications and/or relevant professional/vocational qualifications	E	AF, I Production of certificate at interview
2. Experience of working within a Public Sector (statutory or voluntary) organisation.	D	AF, I
3. Experience of Bookkeeping – minimum of 2 years of experience.	E	AF, I
4. Experience of working as a team	D	AF, I
SKILLS AND KNOWLEDGE		
1. Communication skills including the ability to communicate technical information at all levels both verbally and in writing to a variety of partners	E	AF, I
2. Accounting and Data Entry Skills using Xero or QuickBooks	E	AF, I
3. Analytical skills and attention to detail	E	AF, I

4. Ability to prioritise workload	E	AF, I
5. IT skills including a working knowledge of Microsoft Office applications	E	AF, I
6. Commitment to and understanding of equal opportunities issues	E	AF, I
BEHAVIOURS AND VALUES		
Valuing our people Focusing on customers Acting with integrity Using time wisely Working together Always learning and improving	E	AF, I