

## Part-time bookkeeper – Salisbury

Wessex Chalk Stream and Rivers Trust is an environmental charity based near Salisbury in Wiltshire dedicated to the protection of chalk streams in Wessex. The Trust currently employs four staff under the management of a Director.

The Trust is seeking to employ a part-time bookkeeper ideally on a self-employed basis for approximately 8 hours per week. Flexible hours are negotiable, but the nature of the operation requires work on site for a significant part of the time, therefore there is a preference for a local person. The successful applicant will report to the Director.

The successful applicant must have suitable qualifications and be conversant with computerised accounting systems such as Sage or Xero. The Trust is in the process of migrating its system. The specific experience and advice of the new bookkeeper will guide the decision on what system to purchase and how to implement the change.

*Accounting activities undertaken by the bookkeeper could include the following (but not limited to):*

- Routine bookkeeping including control of paid invoices and receipts
- Bank/Cash book reconciliation monthly
- Assisting with the production of management accounts / End of year accounts
- Administration of the staff payroll in conjunction with an external bureau service
- Assisting the director with cash flow forecasting
- Liaising with the external reporting accountants where appropriate

(The Trust is not VAT registered so preparation of VAT returns will not be required)

The Trust is keen to appoint a bookkeeper *as soon as possible*. For an informal chat, please contact Martijn Antheunisse (Director) on 01722 237171 or send your questions to [director@wcsrt.org.uk](mailto:director@wcsrt.org.uk).

Please send a short CV and motivation to the address below (or email) by February 1<sup>st</sup> 2019 latest. Fast(er) replies will be looked at directly upon receipt. More formal interviews are planned for February.

### Contact

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