



The
**Rivers
Trust**

and



BOOKKEEPER

Full-time permanent position

Salary between £22 - £25k (dependent on experience) plus benefits including 8% pension.

The Rivers Trust (RT) is the national umbrella body of one of the fastest growing UK environmental movements that delivers on-the-ground restoration and improvement of our nation's rivers for the benefit of all.

Westcountry Rivers Trust (WRT) is the charity that delivers this objective in the South West of England. Both are based in Stoke Climsland, Cornwall.

Both RT and WRT work with EU grants, corporate-funded initiatives and government funding to deliver change both in our rivers and on the land that they drain. We are looking for an experienced and highly motivated individual to join our finance teams.

This is a full-time position with RT, initially spending half their week covering maternity leave at WRT under a secondment arrangement.

This is a fantastic opportunity for the right candidate to work within the rivers trust movement, both dynamic and aspirational organisations at the forefront of environmental thinking and practical conservation in the UK today.

Submission by: 5pm Friday 3 April 2020.

Interviews: week commencing 13 April 2020.

PERSON DESCRIPTION

The successful candidate will have experience in a bookkeeping role and be able to demonstrate proficiency in processing transactions in an efficient and timely manner and be pro-active in nature showing confidence and initiative enabling them to ensure that accounting records are accurate and up to date.

We are looking for a hard-working and enthusiastic individual who will be reliable and work well within a small and friendly team.

Essential –

- Good interpersonal skills with the ability to build positive working relationships both within their Finance teams and with project managers & environmental specialists.
- Reliable with good attendance and work performance.
- A fast learner able to familiarise themselves quickly with the many projects run by the Trusts and their trading subsidiaries.
- A keen eye for, and attention to, detail and accuracy.
- The ability to work to deadlines.
- Degree level equivalent qualification or qualified by experience.
- Knowledge and competence in XERO and Sage and Microsoft Office applications, particularly Excel.
- This role may require some travel nationally and to Europe on occasion.
- Capacity for some homeworking

Desirable –

- Experience of working in a not-for-profit environment.
- Knowledge of charity accounts and their unique nature.
- Advanced level Excel skills.

JOB DESCRIPTION**Sales and Purchase Ledger**

- Update the Xero (WRT) including reviewing and publishing of purchase invoices from Receiptbank and Sage (RT) accounting systems.
- Ensure invoices are raised and posted accurately and in a timely manner.
- Co-ordinate the sign-off of purchase invoices by the appropriate Manager to ensure all expenditure has been authorised and the project allocation is agreed.
- Identify discrepancies and/or issues with sales and purchase invoices and raise this with the Financial Accountant in order that a timely resolution can be identified.

Payments and Treasury

- Record receipts and payments and reconcile the bank accounts weekly.
- Record credit card transactions and reconcile the credit card account monthly.
- Banking of cheques and cash received at the Trust.
- Generate payment runs to suppliers based on invoices approved for payment, for review by the Financial Accountant.

Payroll

- Prepare monthly payroll for approx. 25 RT employees for review by the RT Head of Finance.
- Make the appropriate entries into Xero and Sage to record payroll transactions.

Monthly and Year-end Accounts

- Assist the Financial Accountant in preparing the monthly accounts and Year-end audit file to ensure that all information is ready and available in time for the statutory audit.

Credit Control

- Regularly review debtors for both the Trusts and their trading subsidiaries and liaise with the Financial Accountant to ensure credit control procedures are implemented.

The post holder will be based within WRT/RT offices in Stoke Climsland, Cornwall. The post will report Peter Dillon, RT Head of Finance and to Kelly Sivorn, WRT Head of Finance during the secondment.

To apply, please send:

1. A covering letter of no more than one page telling us why you are the person we are looking for
2. A completed Application Form
3. A completed Equal Opportunities Form

to recruit@theriverstrust.org no later than 5pm on Friday, 3 April 2020

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