



BOOK-KEEPER

Accountable to: Farm Manager
Grade /Salary: £65 per day

About *Rhubarb Farm*

Rhubarb Farm is an environmental social enterprise providing work placements, training and volunteering opportunities for about 90 people who are unemployed, ex-offenders, recovering drug and alcohol misusers, NEETs, people with mental and physical ill health, and people with learning disability. We do this by growing fruit and vegetables on our 8 acre site at Langwith, near Bolsover. We have a diverse income stream of grants, contracts, paying placements, produce sales, consultancy, visits, corporate days, donations and fund-raising.

Job Description

This post involves doing the book-keeping for the Farm.

Main duties of the post

1. Finance

- 1.1. To ensure cheques and cash are banked promptly, and to monitor and administer the office petty cash system.
- 1.2. To issue invoices to customers and manage credit control
- 1.3. To receive and check, as necessary, invoices and funds transfer instructions and arrange payment.
- 1.4. To manage the maintenance of all income and expenditure on SAGE, ensuring that all income and expenditure is correctly coded.
- 1.5. To prepare the salary authorisations for payroll
- 1.6. To prepare VAT returns
- 1.7. To undertake reconciliations of bank and cash accounts.
- 1.8. To produce monthly management accounts.
- 1.9. To complete and submit statutory returns in liaison with Managing Director
- 1.10. To work with the Managing Director to forecast income and expenditure for budgeting purposes.
- 1.11. To provide financial accounts for monitoring for contractors and funders, in liaison with the Managing Director
- 1.12. To work in accordance with and periodically update Rhubarb Farm's finance procedures manual.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Minimum of 5 GCSEs or equivalent • SAGE training 	Relevant OCN/NVQ level 3 or equivalent
Skills and abilities	<ul style="list-style-type: none"> • Have an eye to detail • Competence in the use of IT packages (Microsoft Word, Excel, Powerpoint, Publisher, Sage and email) • Ability to draft letters, invoices and receipts • A proactive approach to book-keeping, not simply being reactive to requests from Rhubarb Farm managers • Good numeracy skills, application of analytical approach to detail and attention to maintaining accuracy • Ability to develop and maintain financial monitoring systems 	
Experience/ Knowledge	<ul style="list-style-type: none"> • Very good knowledge and experience of operating SAGE finance package • Good experience of Word, Excel, 	•
Personal effectiveness	<ul style="list-style-type: none"> • Confident • Empathetic manner with people • Prepared to be very flexible • Be able to take initiative • Ability to work under pressure and in the face of many demands • Organised and with good time-management skills 	
Circumstances	<ul style="list-style-type: none"> • Commitment to support Rhubarb Farm's values and mission 	
Diversity	<ul style="list-style-type: none"> • Demonstrable ability to work effectively with people from a range of ethnic, cultural and social backgrounds, both genders, all ages, and any religious or sexual orientation. 	

Further information and General Responsibilities

Confidentiality

Ensure confidentiality at all times, only releasing confidential information in line with Rhubarb Farm policy.

Data Protection Act

Comply with the requirements of the Data Protection Act.

Equal Opportunities and Diversity

Ensure that all service users, partners, colleagues are treated as individuals within Rhubarb Farm's Diversity and Equality framework

Rhubarb Farm is an equal opportunities employer and welcomes people from all sections of society.

Work eligibility

Applicants must be legally entitled to work in the UK.

Health and Safety

You are required to comply at all times with the requirements of the Health and Safety regulations and Rhubarb Farm's Health and Safety Policy and Procedures.

Underlying values associated with all posts within Rhubarb Farm:

In undertaking this role, the Finance and Monitoring Worker will be expected to act at all times in a way that is consistent with, and actively supports Rhubarb Farm's values and operating principles.

TERMS AND CONDITIONS

Salary: £65

Location: Based at Rhubarb Farm, Langwith

Hours : 6 days per month

Leave: 21 days p.a. pro rata with closure at Xmas

Probationary Period: All new employees are required to serve a 4 month probationary period. During this period notice of termination by either party will be one week.