

HORATIO'S GARDEN

Planting hope for people living with paralysis



Accounts Bookkeeper

Horatio's Garden is a national charity that creates and cares for beautiful gardens in NHS spinal treatment centres.

THE ROLE

The role is responsibility for maintaining all the financial books and records for both the charity Horatio's Garden and its trading subsidiary company, Horatio's Garden Shop Ltd.

Main Duties and Responsibilities

ACCOUNTING

- Manage records for all donations processed in our CRM system
- Maintain accounting records for the Charity and the Trading Company
- Produce monthly management accounts
- Produce year end accounts file for the Auditors
- Assist with the production of annual budgets
- Maintain stock records for the Trading Company and oversee regular stocktakes

ADMINISTRATION

- Banking and control of all cheques and cash receipts
- Raising sales invoices
- Process receipts from JustGiving and other third party sites
- Process Gift Aid applications
- Annual VAT returns for the Trading Company
- Maintain financial records held in CRM for correct posting into accounting system
- Management of employee expenses

PAYROLL

- Maintain Sage Payroll (10 employees)
- Monthly payroll reports and processing of payslips
- Monthly HMRC payments
- Maintain employee holiday records

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SKILLS AND ABILITY

- Experience of Sage Accounting and Sage Payroll
- Excellent administrative, organisational and planning skills
- Proficiency in MS Office packages and general IT skills
- Ability to manage time and workload effectively
- Highly organised, detail oriented and self-motivated
- Ability to juggle multiple priorities simultaneously and take initiative

HOURS

This is a part-time role of 3 days per week. Hours by negotiation. Salary depending on experience. You will be reporting to the Director of Finance.

Application: please send CV and covering letter to james@horatiosgarden.org.uk