
Summary of Role

Job Title:	Bookkeeper
Reporting to:	Operations Director
Hours:	14 hours per week (Permanent, Part-time)
Location:	The Building Centre, 26 Store Street, London, WC1E 7BT
Salary:	£40,000 – 45,000 FTE depending on experience

Build UK is the leading representative organisation for the UK construction industry. Offering influential and dynamic leadership, Build UK is transforming the delivery of construction projects for the benefit of the industry, its clients, and the UK economy. Representing more than 40% of UK construction, Build UK creates the conditions for supply chains to thrive by delivering change on key industry issues.

Our friendly team is based in offices in central London where we have a vacancy for a **part-time Bookkeeper**. The successful candidate will be responsible for the day-to-day running of the financial aspects of Build UK, which has a turnover of £1.5 million.

About the Role

The role includes running the sales and purchase ledgers, accruals, prepayments, fixed assets and bank reconciliations using Sage, supporting the Senior Management Team with management accounts, overseeing the credit control process and undertaking the payroll. The right candidate will be proactive and work closely with members of the Build UK team and external accountants to ensure that accurate and timely financial information is recorded and reported.

You would be expected to develop an understanding of the business of Build UK and be capable of providing detailed financial information for presentation to board directors and other stakeholders. You will be confident, have the ability to prioritise a busy workload, project a professional image and have excellent numeracy and bookkeeping skills.

Result Areas

- Accurate and up to date financial information
- Detailed management account information and reports
- Well-managed credit control
- Accurate and timely VAT preparation and submission
- Productive relationships with external accountants
- Active contributor to a highly motivated and effective team

Responsibilities

- Preparing weekly bank reconciliations and ensuring adequate cash reserves are maintained

- Full control of sales and purchase ledgers, including:
 - processing membership and other sales invoices
 - inputting invoices and ensuring their approval for payment
 - formulating and setting up weekly payment runs
 - resolving queries from customers and suppliers
 - filing invoices
 - debtors reports and credit control
- Preparing and submitting quarterly VAT returns
- Preparing monthly payroll journals
- Reviewing and posting staff and credit card expenses
- Preparing year-end accounts for review by external accountants and supporting preparation of annual statutory accounts
- Ensuring fixed assets register is up to date
- Preparing various prepayments and accruals journals
- Preparing management account information for review by Build UK Senior Management Team and reports for board meetings
- Ensuring financial procedures and controls are fully up to date
- Any other ad-hoc tasks relating to the financial aspects of Build UK

Knowledge & Experience

- Bookkeeping/accounting qualification – ICB Level 4 Diploma (ideally in Financial Statements for Small & Micro Businesses) and Level 3 Diploma in Payroll Management; or equivalent
- Experience of working with Sage50cloud
- Excellent numeracy and bookkeeping skills
- Excellent organisational skills
- High attention to detail and ability to close out tasks
- Good written and verbal communication skills
- Well-presented and professional approach

Build UK Core Values

- **Corporate Image** - Ensuring commitment and attention to detail with a particular focus on the consistent and professional appearance of Build UK at all times
- **Credibility** - Delivering honestly and effectively each and every time whilst having the confidence to say that more information is required before an answer can be given
- **Innovation** - Being prepared to take risks and make decisions that push traditional boundaries resulting in new and innovative projects and ways of working
- **Delivery** - Taking ownership and responsibility for tasks, preparing for all eventualities and seeing commitments through to the end
- **Team** - Playing to the team's strengths and providing encouragement and support to colleagues as well as debriefing effectively and learning lessons with a view to continuous improvement