



Document Name:	Job Description: Bookkeeper
Document Reference:	
Revision No:	1

POSITION TITLE	Bookkeeper
FUNCTIONAL GROUP	Finance
REPORTS TO	Company Director
DIRECT REPORTS	N/A

OVERVIEW
<p>Cornerstone Partnership Limited are a young and ambitious social enterprise looking for an experienced bookkeeper to join our team of 15, We currently operate a growing portfolio of over 150 properties across the West Midlands and Warwickshire in the social housing sector with an expectation for significant growth across its services in the near future – specializing in property procurement, tenancy management and housing operations to provide accommodation for the homeless. For the right candidate this will offer progression opportunities, a role with a wide reach across the business group of activities and a chance to join a business making a genuine social impact to the housing security of hundreds of families. Within the wider group we also operate a poverty relief charity and a company specializing in affordable new build developments and conversions – all of which require their accounts to be maintained.</p> <p>COVID-19 Precautions</p> <ul style="list-style-type: none"> ▪ Personal protective equipment provided if required ▪ Social distancing guidelines, covid risk assessment and National lockdown plans in place ▪ Working from home considered for all roles but office-based presence will be required <p>Education – Bachelor’s (preferred but not essential if qualified by experience)</p> <p>37.5 hours per week – Monday – Friday (Flexibility for the right candidate)</p> <p>£27,0000 +</p> <p>23 days annual leave</p>
WHY DOES MY ROLE EXIST
<p>To oversee the company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and financial entries and reconciliations. To perform accounting tasks in order to supply information for decision making throughout the team and have a positive relationship with outsourced accountants.</p>

WHAT AM I ACCOUNTABLE & RESPONSIBLE FOR?	HOW WILL I BE MEASURED?
<ul style="list-style-type: none"> ▪ Management of the general ledger (including purchase ledger, sales invoicing, and inter-company accounting) and chart of accounts using Xero accounting software of not only the main business accounts but also 6 connected company accounts ▪ Auditing of intercompany charging mechanisms ▪ Prepare and review accruals and prepayments ▪ Monthly management accounts preparation including KPI reporting for review by the company board ▪ Forecasting including cashflow 	<ul style="list-style-type: none"> ▪ Quality of work ▪ Timeliness of responses ▪ Cost savings ▪ Timely processing of reports and data entry

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<ul style="list-style-type: none"> ▪ Ensure the completion of bank and balance sheet reconciliations ▪ Maintenance of the fixed asset/lease asset register – including appreciation and depreciation as required ▪ Annual budget preparation in conjunction with the management team ▪ Accounts payable and accounts receivable responsibilities ▪ Manage external relationships with suppliers, investors and customers ▪ Assisting our accountants with the completion of various statutory requirements eg VAT returns, CT600, CT61 and submission of annual accounts to companies house ▪ Company payroll for the team of 15 employees and expenses followed by PAYE submission using Xero Accounting Software and updates to NEST pensions ▪ Helping implement and maintain effective internal controls ▪ Providing appropriate analysis and recommendations to influence key decisions ▪ Take the lead assessing the impact of new accounting or economic changes, with support from our accounts ▪ Book in and prepare for quarterly reviews and take responsibility for own learning and development activity ▪ Any other relevant tasks as requested by the business 	<ul style="list-style-type: none"> ▪ Completion of tasks within deadlines or pre-determined Service Level Agreements (SLAs) ▪ Accuracy of data entry ▪ Positive internal and external stakeholder feedback
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HOW WILL I DELIVER?
<ul style="list-style-type: none"> ▪ Use a systematic approach to organizing work ▪ Maintain control over quality and accuracy by frequently asking questions ▪ Solve problems independently and act quickly during ambiguous and unpredictable situations ▪ Demand timely results, operate with a strong sense of urgency ▪ Use verbal communication more often than written communication

WHO DO I NEED TO PARTNER WITH?
<ul style="list-style-type: none"> ▪ External supply partners including, but not limited to, contractors, professional service providers, , local authorities and tenants ▪ Internal partners including, but not limited to property acquisitions, central operations, housing and company directors ▪ Other members of the Finance Team

WHAT KNOWLEDGE AND EXPERIENCE DO I NEED?
<ul style="list-style-type: none"> ▪ Accounting 3 Years (Required) ▪ Property Sector (desirable) ▪ ACCA, ACA, CIMA, AAT Qualified however part qualified candidates will be considered if they have strong experience ▪ Xero accounting software experience desirable ▪ Excellent excel skills and highly IT literate



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- Ability to use initiative to identify and tackle problems to ensure an effective solution is found
- Willingness to get involved with all aspects of the business
- Time Management
- Teamwork
- Stakeholder engagement and management
- Strong prioritisation and organisation skill ensuring diary usage for tasks
- Problem Solving
- Data Management

WHAT ARE BEHAVIOURS DO I NEED TO DISPLAY?

- **Role model our values:**
 - **Positive Footprint**
 - **Partnership**
 - **Focus**
 - **Innovation**
 - **Driven**

I consistently role model our values, communicate their relevance and importance and visibly integrate them into everyday activities
- **Always do the right thing**, for our team, our clients and our partners
- **Set and deliver high standards** – I set high performance goals and ensure ongoing measures and personal accountability. I am highly organised and have a systematic approach to organising work
- **Competitive** – I create a passion to win, proactively confront challenges, am open to new opportunities and take bold action in the face of opposition
- **Resilience** – I never stop learning and take personal responsibility to improve and develop myself and others