



Buxton Civic Association
buxtoncivicassociation.org.uk

Job description for ACCOUNTS AND ADMINISTRATION OFFICER (Full time post. Permanent)

Buxton Civic Association (BCA)

Buxton Civic Association (BCA) is a registered charity established in 1967 to preserve the fine architecture of Buxton and its natural and formal landscapes, for the local community and all our visitors. Over the years, we have acquired 160 acres of woodland in and around the town that we manage for the benefit of locals and visitors, and in the seventies we reopened Poole's Cavern to the public.

By joining BCA you will be part of a team that runs a major tourist attraction in Buxton including one of the most successful show caves in the region, that along with our locally famous café and country park, attract 70,000 visitors a year.

TITLE

Accounts and Administration Officer

Reports to Board – Buxton Civic Association (general)
Treasurer – Buxton Civic Association (specific)
Manager – Poole's Cavern (day-to-day operation)

Purpose

Responsible for ensuring continuity of financial administration, supply of information for grant administration, pensions and payroll activities of BCA ensuring statutory accounting and reporting functions are fulfilled.

There is also a general management overview for utilities, office management, HR, and IT network. The candidate will report to the Treasurer and the General Manager but will often be required to exercise their own judgement and operate independently much of the time.

Providing support to management and maintaining the smooth running of the organisation

Job Summary

The Accounts Administrator for BCA will perform a number of tasks relating to both the commercial operation of Poole's Cavern, and to the functioning of the charity as a whole to



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ensure that the records of both are kept satisfactorily, within legal and Charity Commission guidelines and to standards specified by the Board of the BCA.

Skills Required

- Sage 50 Accounting Package
- AAT Technician
- Microsoft Office
- Good interpersonal skills

Responsibilities

Administration	Responsible for the day to day running of back office Managing daily correspondence (email and mail) Answering the phone/ dealing with the general public Appropriate filing of all related documentation Maintaining the Membership database and dealing with day to day membership matters
Payroll	Responsible for running payroll for both weekly and monthly employees Manage employee payments via BACS Manage payments of Tax/NI Responsible for accounting for staff auto enrolment pensions
Sales Ledger	Process customer invoices Invoice queries (email, or telephone) Prepare bank deposit Ageing debtor report Chase payments (email, letter, telephone)
Purchase Ledger	Process purchase orders and supplier bills Supplier queries (email or telephone) Prepare and process payments when due via BACS
Additional Duties	VAT 100 Report – quarterly online submission and BACS payment Bank reconciliation – monthly Liaise with Stronger Roots Project team Support the preparation of budgets and financial forecasts Overseeing and providing information for preparation of accounts for annual audit.



Criteria	Essential The post holder should:	Desirable The post holder should:
Qualifications	<ul style="list-style-type: none"> • Have an "Accounting Technician", or another accounting qualification or an accounting degree 	
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Be diligent, conscientious, well organised and committed to paying close attention to detail • Have a minimum of 2 years' experience of Sage accounting package • Have 2 years' experience of book-keeping and the reporting of management accounts • Be familiar with standard computer software, e.g. Word, Excel, Outlook • Have experience of working with recording, reporting, claiming VAT • Have experience of running a payroll system and pension auto-enrolment • Have knowledge of the legislation relating to company and charitable financial control • Be able to work flexibly under own initiative • Have good communication skills and be willing to work in a team 	<ul style="list-style-type: none"> • Experience of managing staff and knowledge of human resource management guidance • Have a clean driving license. • Have experience in applying for and managing grants