**ABC Community Network**

**Job Description**

**Organisation:** ABC Community Network

**Job Title**: Bookkeeper Part-time 20 hours/ 2.5 full days a week

**Salary:** £14 per hour

**Location**: Magharee House, Thomas Street, Portadown

**Reports to**: Network Manager

**Purpose of the Post**

The post holder will administer the financial regulations of ABCCN to help it support the development and delivery of community development initiatives, activities, and programmes.

The post holder will ensure ABCCN meets the financial requirements of its funders and auditor.

**Main Duties:**

1. Managing sales and purchase ledger activities
2. Bank payments and credit control
3. Conducting cash, bank & credit card reconciliations
4. Balance sheet reconciliations
5. Monthly management accounts
6. Monthly financial KPI reporting
7. Monthly tracking of grant, funding, and contract spending
8. Support year-end financial accounts and audit
9. Monthly payroll
10. HR administration & record keeping
11. General administrative tasks & relevant ad hoc duties as required relevant to the role

**General Duties:**

1. Undertake any other appropriate duties which may reasonably be allocated from time to time.
2. Support other staff members as required.
3. Provide meet and greet services as required.