



Role description – Beccles Lido Limited Bookkeeper / Financial Analyst

Beccles Lido Limited (BLL) is a charitable body that manages Beccles Lido, Beccles Public Hall & Theatre and Big Dog Ferry, on behalf of our local community in Beccles. As a charitable leisure organisation in the heart of Beccles, we exist to support community engagement through affordable entertainment, sport, leisure, and community activities.

Initially this role will be to manage the migration from the Hall's current Excel-based accounting system to Xero, then to maintain the Hall accounts in Xero; and thereafter to migrate then maintain the Lido (and Big Dog Ferry) accounts in Xero. Each of Hall and Lido has Trading Companies and the bookkeeper will also transition and maintain the accounts for these companies.

The role will be part-time and based at Beccles Public Hall on Smallgate, Beccles, with hours to be agreed and the possibility of some home working.

Additionally, the bookkeeper will provide financial reporting/analysis to the General Managers of the Hall and Lido, BLL Finance Director and BLL Board.

Hours: By negotiation, but anticipated 20 hours per week.

Remuneration: By negotiation, but anticipated £24,000 pa (pro-rata based on 40 hours/week).

Reporting into: Shaun Crowley (BLL Finance Director) but working closely with Richard Melchior (Hall General Manager) and Matt Day (Lido General Manager).

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Responsibilities of role

The Bookkeeper will maintaining financial records and ledgers on Xero on a regular basis for all group companies, to include (list not exhaustive):

Bank & Cash

- Review/improve/establish procedures to reconcile cash and card payments from Hall Box Office with Ticketsource, from Bar with POS, and other miscellaneous cash and card (merchandise, youth theatre, hires, donations, vending machines, front of house sales of ice creams, etc) and allocate to correct Nominal Codes
- As above for Lido booking systems and EPOS
- Posting bank account receipts/payments/transfers to Xero
- Performing bank reconciliations
- Reconciling and entering petty cash to Xero
- Reconciling and entering credit card receipts to Xero
- Preparation of supplier payments onto the banking system for authorisation *¹



Purchase Ledger

- Entering purchase invoices to Xero *¹
- Raising purchase orders and invoices where required *¹
- Reconciling supplier statements *¹
- Chasing outstanding purchase orders, resolving PO queries, assisting other departments with any invoices/PO queries and problems *¹
- Processing, reconciling and entering other expenses to Xero

Reporting

- Bookkeeping to trial balance
- Preparing daily/weekly/monthly/quarterly reports as required
- Preparing Debtor/Creditor summaries
- Monitoring restricted/designated/unrestricted income
- Assisting in preparation of reports required for external accountants (Lovewell Blake)
- Assisting in preparation of Annual Accounts, Corporation Tax Returns (if and as applicable) and other relevant statutory returns (training and coaching will be provided as required)
- Monitoring VAT status (currently below threshold) and preparing/submitted VAT Returns (if and as applicable)

Admin / Other

- Scanning all accounting related paperwork (invoices/other documents) *²
- Answering accounts phone calls/dealing with finance and accounting queries *¹
- Sending copy invoices, statements, remittances as required *¹
- Monitoring accounts email boxes (purchase ledger and credit control), printing/filing invoices etc *
- Carrying out any other relevant duties as and when required

*¹ Note: a volunteer, working remotely and from home, currently carries out some of the above roles. They have previous experience of Xero and we anticipate they should continue to be utilised, under the management and direction of the bookkeeper.

*² Note: the same volunteer, as well as various other staff, currently scan their own receipts/invoices and we anticipate they will continue to do so and use Xero add-ons to automate Xero processes, where possible; processes and procedures to be established by bookkeeper.

Skills / Experience

1. Minimum of 2 years experience in a similar bookkeeping role
2. AAT experience would also be useful and strong double entry ability
3. Experience of working with charities desirable but not essential
4. Xero experience essential
5. Attention to detail
6. Ability to work on own initiative
7. Excellent Excel skills
8. Flexible and adaptable

BLL Beccles
Lido
Limited



If you would like to apply please send a short letter outlining your interest in joining BLL as its Bookkeeper and the specific skills and experience you have that are relevant to the role together with your CV. These should be submitted by email to hr@beccleslido.com

Closing Date: 15 December 2023

30 November 2023