

Employee		Job Title	Bookkeeper
Department	Finance	Location	Waterloo/remote working possible
Line Manager	Financial Controller	No. of Direct Reports	0-1

<p><b>Job Purpose</b></p> <p>We are a vibrant, forward looking mid-sized business operating in several infrastructure construction market sectors. We are a growing business with strong values and a vision to provide clients with a tailored approach to delivering social value through successful infrastructure projects.</p> <p>We operate in a sector where demand is expected to outgrow supply and where the attraction and retention of good people must be our primary focus. We seek to provide our people with a working environment that is rewarding and challenging, where people can enjoy working, feel valued and develop their skills. Our employees understand and live by our values which breeds passion and quality to the forefront of performance where our culture is fair and good work is rewarded.</p> <p>Productivity &amp; efficiency is key in this role along with the ability to work with a proactive mindset. You will need to live by these values in order to maintain standards in the finance team while offering ideas and possibilities of improvements to current processes and be able to work with autonomy, taking accountability for your work.</p> <p>We are proud and committed to maintaining and building upon our diverse and inclusive culture, ensuring people from all walks of life can add value to our business allowing our employees to thrive.</p> <p>Due to increased workload in the finance department we are looking to recruit a Bookkeeper to the team</p> <p>The Bookkeeper will work closely with the Accounts Team and be responsible for the management of Purchase Ledger and Credit Cards. They will liaise with various departments to ensure up to date information is utilised when preparing accounts and payments etc. They will assist the other members of the Accounts Team. They will ensure that client relationships are developed and that all key reporting is completed on time.</p> <p>We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates. We are committed to improving employment opportunities for ethnic minorities throughout the business. We also welcome applications from, LGB and Trans and non binary candidates.</p> <p>We have made a positive commitment to employing disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in role profile below.</p>
<p><b>Key Accountabilities</b></p> <p><b>Manage Purchase Ledger</b>            Process purchase invoices by entering them into the accounts system, assisted by automation software.            Ensure purchase invoices have matching Purchase Orders and/or Goods Received Notes as applicable.            Process weekly payments to suppliers and expenses submitted by employees after approval by the Financial Controller / Finance Director.            Perform monthly purchase ledger reconciliation's and investigate large/unusual/debit balances on the ledgers.</p> <p><b>Cash book</b>            Maintain the cash book, being responsible for daily postings of receipts and payments.            Performing daily bank reconciliations and ensuring the records include all items that appear on the bank statements.</p> <p><b>Collate Petty Cash Expenses</b>            Analyse petty cash expenditure to ensure company policy is adhered to. Arrange weekly payments after approval by the Finance Director.</p> <p><b>Monitor &amp; Maintain Credit Cards</b>            Ensure credit card transactions are entered into the expenses system.            Where required, ensure missing transactions are chased up with card holders and completed.            Ensure analysis of credit card transactions by expenses system is correct for posting into the accounts system.</p> <p><b>Month end close</b>            Be responsible for ensuring month end close is performed with adjustments made for fixed assets depreciation, calculating prepayments and accruals.            Performing month end reconciliation's of key balance sheet accounts including control accounts.            Able to take the trial balance to a final stage for use in monthly management reporting</p>

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### Building Relationships

Represent BCM at meetings or on the phone with suppliers and always be professional and courteous. Ensure that you support the values of BCM in your everyday dealings.

### Contribute

Contribute to the planned and sustained business growth through the production of accurate, up to date accounts schedules and reports to enable the Directors and Senior Managers to make appropriate business decisions.

### Reporting

Ensure that all reports, are completed on time and that the reports are accurate and consistent. Reporting is to follow BCM's information management system procedures and policies.

### Business improvements

Look for ways to improve upon the existing systems and processes to either improve efficiency or remove unnecessary steps

### Safety

Be safety conscious in all your dealings and up hold the values of BCM. Appraise potential suppliers based on their alignment with the company values as a whole.

### IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

- Payroll
- Evision
- Zetadocs/expenses
- Accounting
- Finance system

### KPIs

You will support and help the company achieve the KPI's as defined within the Sustainable Business Plan.

### Job Requirements

#### Technical Proficiency:

An all-round knowledge of accounting principles  
 Experience of operating as a Bookkeeper previously  
 Experience of CIS scheme ideal but not essential

#### Qualifications:

An AAT accounting qualification would be preferred  
 Experience in a similar accounts role  
 An all-round knowledge of accounting principles

### Competencies & Training Requirements

#### Additional Skills:

Solid accounting skills, good communication and influencing skills, attention to detail, good problem solving skills

### BCM Leadership Behaviours (for any role):

- **Lead by Example** - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others.
- **Go Above and Beyond** - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development.
- **Better Together** - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success.
- **Stick to the Agenda** - understand broader impact of your decisions, align actions with our Core Values and Strategy.
- **Build Trust** - always deliver on your commitments in an honest and transparent manner.
- **Improve Continuously** - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

<b>Declaration</b>			
<i>By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM Policies &amp; Procedures, in conjunction with any additional clients' requirements.</i>			
Name:			
Signature:		Date:	

<b>Deputising Duties</b>				
<i>The undersigned have been briefed and understand the above job description and responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).</i>				
Name	Position	Location	Date Briefed	Signature