



Bookkeeper

Information for Applicants

June 2023



Introduction to Viable Corporate Services

Our Mission

“To deliver high quality professional services; by adding value to every client engagement; using our profits to inspire and support future generations.”

Viable Corporate Services (CS) is a professional services organisation that delivers back office and corporate services support to both private and 3rd Sector organisations. We have expanded our expertise since 2015 to include: Bookkeeping, Financial Management, Human Resources, Strategy Planning and recently launched our Marketing/ Website portfolio.



Bookkeeping and Payroll



Marketing and Social Media



Human Resources



Management Training



Strategic Consulting

As a social enterprise we are passionate in supporting young people. We do this by investing our profits into programmes to support disadvantaged young people and also to support our corporate services academy which provides training and employment to young people in back office roles.

We would be delighted to hear from you if you are interested in working for our organisation - one that makes an impact on our clients lives and one that makes an impact for the next generation.

As part of our Finance Team, you will bring energy, ideas, accuracy and consistency to the role. You will also have demonstrated how you have excelled in customer service in previous roles.

How to Apply

If you would like to apply for this position, please send your cv to hrofficer@viablecs.org by the closing date, Friday 23rd June 2023 at 12 noon.



Financial Reward

- Sector Competitive salaries
- Employer pension
- Business Expenses
- Provided with a laptop for home working



Work-Life Balance

- Standard 35-hour week
- 25 days paid leave and 12 days statutory leave
- Additional leave after 5 years service
- Hybrid Working
- Flexible Working
- Family Friendly policies



Training & Development

- Comprehensive Induction training
- Personal Development Plans and ongoing supervision
- Continuing Professional Development
- Annual Performance Review
- Strategy and Team building days
- Sharing Best Practice opportunities



Staff Wellbeing

- Occupational Health Service
- Health cash plan with access to an independent counselling service after 1 years service
- Return to Work Interviews
- Free tea/coffee/milk/water fountains
- Clear policies and procedures

Bookkeeper Job Description

Job Title:	Bookkeeper
Salary:	£23,000 - £25,000 per annum
Responsible to:	Finance Manager
Pension:	Contributory pension available
Annual Leave:	25 days per annum plus 12 statutory days
Based at:	100 Great Patrick Street, Belfast
	Hybrid Working Model
Hours:	Full time- 35 hours per week

Job Purpose

- To assist the Finance Manager in delivering comprehensive Bookkeeping services to Vlable clients using Sage 50.
- To provide an effective customer focused support service to all Vlable clients
- To work closely with the staff teams in Vlable client organisations
- To seek at all times to be effective and efficient and to enhance the quality of the service which the Finance team gives to all its clients, thereby assisting them to provide a high quality of service.

Key Responsibilities and Accountabilities:

Bookkeeping Duties

- Accounts payable - recording purchase invoices, credit notes, staff expenses, credit cards etc, and arranging payment of same
- Reconciliation of supplier statements and dealing effectively with queries
- Maintenance and checking of petty cash records
- Accounts receivable – creating sales invoices and posting receipts; monitoring debtors ledger and chasing debt where necessary
- Bank reconciliations – record all payments and receipts and reconcile bank accounts on monthly basis for all bank/credit card accounts
- Identify any missing information and promptly ask clients to supply
- Payroll postings - processing monthly salary journals
- Monthly reconciliation of pension, net wages, salary deduction and PAYE balance sheet accounts
- Completion of cash flow report
- Maintain files in a tidy and consistent manner whether paper or electronic
- Dealing with routine finance queries for example from clients to external bodies

Job Description

Client Reporting

- Assist the Finance Manager as required in tasks associated with monthly, quarterly and annual accounts

Payroll Administration

- Client Payroll Coordination – liaising closely with clients to gather monthly payroll information, pass to outsourced payroll provider, deal with queries and obtain final client approval within the appropriate timescale.
- Supply clients with final reports and file onto Viable system
- Maintain client log of each stage of the above process

General Responsibilities

The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager as part of working in a small team to deliver Viable's mission, vision and goals. The outline of these responsibilities may change from time to time.

- To adhere to existing work practices, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To attend and contribute to staff meetings and one to one supervision meetings.
- To demonstrate their commitment to Viable by their regular attendance and the efficient completion of all tasks allocated to them.
- To work with information technology and associated systems in accordance with Viable Policies and Procedures.
- To comply with relevant health and safety legislation, policies and procedures, in the performance of the duties of the post.
- To carry out duties and responsibilities of the post in compliance with Viable's Equal Opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines.

Person Specification

Essential Criteria

Qualifications

- GCSE English and Maths at Grade C or above or equivalent.

Experience

- Minimum of two years' experience in a bookkeeping/accounts role
- Have excellent working knowledge of Sage 50.

Skills & Abilities

- Good IT skills - experience of using a variety of computer software, in particular Microsoft Excel, Outlook, Word and accounting software packages
- Proven experience of recording accounting transactions on Sage 50 and maintaining accounting records
- Ability to plan and prioritize own workload and display good time management skills.
- High level of attention to detail and accuracy.
- An ability to communicate effectively both verbally and in writing, being professional when dealing with clients and colleagues
- Good interpersonal and team working skills with a flexible and adaptable attitude to work.
- An ability to work and stay on top of deadlines whilst working in a busy office
- Ability to work with minimal supervision.
- Possess professional integrity
- Ability to challenge the status quo, problem solve and drive processes to increase efficiency

Desirable Criteria

- Qualified as an Accounting Technician (IATI or an equivalent level of qualification)
- Experience of working in the Third sector.

Viable Corporate Services collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

What information does the company collect and how?

Viable collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

Why does Viable process personal data?

Viable collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

Viable has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.

Privacy Notice

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to data?

Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

How does Viable protect data?

Viable takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

For how long does Viable keep data?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

Your Rights

As a data subject, you have a number of rights under data protection law.

You can:

- access and obtain a copy of your data on request;
- require Vlable to change incorrect or incomplete data;
- require Vlable to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Vlable is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact info@viablecs.org

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Vlable during the recruitment process. However, if you do not provide the information, we may not be able to process your application.