

JOB DESCRIPTION**THE KENT & EAST SUSSEX RAILWAY COMPANY LTD**

Department	Accounts Department
Job Title	Bookkeeper
Reporting To	Finance Director

JOB PURPOSE

- To assist the company accountant maintain an efficient accounting system for two companies, using Sage 50. To assist with legislation requirements for HMRC VAT, PAYE, Payroll, AE Pension and Gift Aid
- To carry out analysis of data using the Company's booking system, for advanced income and intercompany transactions.
- To assist with the office processes and to provide cover for Purchase Ledger, Sales Ledger, Income, and Payroll, and to provide team assistance carrying out general & specific tasks

KEY RESPONSIBILITIES

- Bank Reconciliation
- Direct Debits
- Utility Bills, Meter Readings
- Analysis of Advance Income
- Analysis of data from the Merac booking system
- Merac Intercompany transactions
- Donations
- Gift Aid
- Process for Purchase Ledger
- Process for Sales Ledger
- Process for Sales Income
- Process for Payroll & Pension
- Cash handling / Banking, Online banking authorisation
- Filing, Archiving
- Perform any other reasonable tasks as may be required from time to time.

RESOURCES FOR WHICH THE JOB HOLDER IS ACCOUNTABLE

- Cash Handling / Banking
- Confidentiality in all areas

JOB DESCRIPTION PREPARED BY**ACCEPTED BY**

Name

Job Holder.....

Signature.....

Signature.....

Date.....

Date.....