



## Job Description for Senior Bookkeeper

V3 January 2023

<b>Job Title:</b>	Senior Bookkeeper / Accounting Technician
<b>Reporting To:</b>	Finance Director
<b>Employee Name:</b>	
<b>Signature:</b>	
<b>Manager's Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

### Job Purpose

To support the Finance Director to manage and provide accurate and timely financial information on everyday financial activities, ensuring compliance by maintaining accurate records for daily financial entries including time system management, invoicing, accounts payable and receivable, payroll and bank reconciliations.

Assist with monthly financial reporting, general ledger entries and adjustments.

Work independently within established financial processes of the company associated with the job function.

When required update and/or create relevant financial procedures and ensure adherence to procedures.

### Key Tasks

#### Time system Management

**All staff members complete weekly timesheets in Excel which are consolidated to feed into the invoicing process.**

- Update and maintenance of weekly timesheet template to facilitate employees recording of time for invoicing purposes
- Weekly collation and processing of employee timesheets ahead of month end invoicing

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## Invoicing

**All clients are invoiced on a monthly basis at the beginning of the following month**

- Monthly client invoicing preparation; tolerance checks; internal query solution and approval; timely despatch of invoices to clients
- Document and maintain robust financial procedures around the monthly client invoicing process

## Accounts receivable

- Manage client debt and collections and seek assistance from key client contact to resolve any invoicing queries

## Accounts Payable

- Verify all source documents, record day-to-day financial transactions and complete the accounting process in accordance with company procedures

## Payroll

**Staff are employed in the IOM, UK & IE, requiring 3 payrolls. The IOM payroll is processed in-house, the UK & IE payroll processing is outsourced**

- Ensure correctness and provide payroll provider with monthly employee salary data on IE & UK payrolls
- Reconcile monthly IE & UK payrolls following processing by payroll provider
- Accurate and correct preparation of IOM payroll
- Maintenance of employees register on IOM Government Online Services
- Monthly IE, IOM & UK pension upload and administration
- Monthly maintenance and reconciliation of IE, IOM & UK benefits in kind schedule
- Timely submission and payment of monthly IOM Government T35 upload
- Timely payment of monthly IE Revenue & HMRC liabilities
- Death in Service policy, pension scheme and healthcare administration

## Bank reconciliations

- Conduct daily bank checks
- Complete weekly cashflow with bank account statement balances

## Other

- Manage Finance mailbox – flag items of importance to Finance Director
- Maintain an up to date schedule of prepayments and post relevant prepayment releases during month end close off
- Ensure accurate reconciliation of Petty Cash by PA to the Directors and act as backup for the issuing of Petty Cash in PA to the Directors' absence
- Revaluation of relevant foreign currency accounts during month end close off
- Preparation and submission of Quarterly VAT return
- Accurately maintain and reconcile asset registers
- Ensure electronic filing system of all relevant paperwork

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- Point of contact / liaison between Panacea and local service provider who manage / administer Panacea BV (subsidiary)
- Assist with Finance Department GDPR compliance with Panacea's Data Retention Policy (FD / HOD responsible)
- Willingness to perform other related duties as requested or as necessary in order to meet the ongoing needs of the business

## Skills Required

### Required Technical Skills

- CAT / AAT qualification or equivalent
- Excellent numeracy skills
- Strong Excel competency
- Experience and knowledge of accounting software (preferably QuickBooks)
- Experience and knowledge of payroll software (preferably DPN)
- Clear presentation of information

### Personal Skills

- Interpersonal skills with clients and colleagues
- Accurate with attention to detail