



FORD PARK COMMUNITY GROUP

Job Description and Person Specification

For the Post of Part-Time Book-Keeper and Admin Support

SALARY:	Subject to experience, NJC Scale 19, £18,746 pro-rata 10 hours per week (based on 37.5 hour week)
CONTRACT:	12 month contract (renewable subject to funding)
RESPONSIBLE TO:	Chief Executive Officer
RESPONSIBLE FOR:	Book-Keeping and Admin Support

Background to the position

Ford Park consists of 8 acres of parkland and gardens, including an Orchard, Nature Trail, Natural Playground, The Coach House Café and Bistro and walled Kitchen Garden with garden room, which provides a base for volunteers and horticultural training.

As one of the few large open green spaces within the town, Ford Park is a much loved and much used parkland, recreational area in the heart of Ulverston and venue for many of the town's key outdoor events. It is a highly valued community resource, important to the people of Ulverston. It is also an important part of Ulverston's heritage, accessible to the community and visitors alike.

When Ford Park Community Group took over management of Ford Park in 1998, the site was derelict. Buildings were boarded up and deteriorating. Members and volunteers worked hard to repair and redecorate the buildings for occupation and gradually brought the gardens and grounds back into use to provide the excellent community facility that exists today.

Ford Park Community Group is a charity and purchased Ford Park from the County Council in December 2005. It is the responsibility of the Group to protect, conserve and develop the parkland and gardens for the benefit of the community.

The main aims of the community group are to:

- Manage the grounds as a public park for the enjoyment of the whole community.
- Support the disadvantaged and disabled through activities, training and volunteering opportunities.
- Organise a programme of inclusive educational, cultural and social events and to operate and manage community facilities, food growing and environmental projects.

Purpose of the role

This role will support Ford Park Community Group and the Coach House Café (which have separate accounts) by undertaking essential bookkeeping and administration. The role is managed by the Chief Executive and works closely with the Treasurers of Ford Park Board of Trustees and the Coach House Café Board of Directors.

The successful candidate will have previous experience of bookkeeping, a sound knowledge of Human Resources and be proficient with SAGE.

Other information

This is a part-time position of 10 hours per week. However, there is the potential capacity to increase this if new strands of delivery successfully attract additional funding. Continuation is subject to performance and funding. There are 28 days holiday per calendar year pro-rata awarded with this post, including public holidays. This position is subject to a three month probationary period.

This position might suit a self-employed professional.

Job Description

- Prepare and process payroll and PAYE
- Manage and maintain up to date annual leave balances
- Provide HR support by ensuring staff files are up to date, preparing contracts and letters of variation and staff inductions when necessary
- Reconcile month end, balancing monthly accounts
- Process sales invoices, receipts and payments
- Manage the payment of suppliers in a timely manner
- Manage banking processes and ensure all cash and payment receipts from the Coach House Café and Ford Park Community Group are processed according to our policies and procedures
- Together with the accountants, complete VAT returns
- Together with the accountants prepare payments for the Inland Revenue
- Check company bank statements
- Record and maintain grant allocations and prepare cash flow statements as required
- Provide information to the external accountant who creates the company's financial statements
- Maintain an orderly accounting filing system and undertake essential administration as requested
- Support the ordering of materials and procurement when necessary
- Adhere to financial control mechanisms and governance arrangements
- Undertake any role directed by the Chief Executive that is commensurate with the role.

Skills and Experience	Essential/Desirable
Associates degree in accounting, business administration, or equivalent business experience	Essential
At least 4 years experience within a bookkeeping role or similar	Essential
Knowledge of book keeping and generally accepted accounting principles	Essential
Experience of SAGE	Essential
Experience in Human Resource management	Desirable
Excellent communication skills.	Essential
Strong team player with the ability to engage positively with all sectors of the community.	Essential
Enthusiasm and flexible positive attitude.	Essential
Ability to work under own initiative.	Essential
Proficient use of IT/Microsoft Office/Excel and email.	Essential
Able to initiate, implement and maintain programmes, systems and procedures.	Essential
Knowledge of budget management	Desirable
A good eye for detail	Essential
Ability to work to deadlines	Essential
Trustworthy	Essential

APPLICATIONS:

Closing date for applications is 4pm, 1st June 2018.

If you have any queries regarding the application please telephone Jill Salmon, CEO, on 01229 580666.

To apply please email or send your CV with referees and a covering letter (describing how your experience meets the requirements listed above) to:

jill.salmon@ford-park.org.uk

All applications will be acknowledged.

Jill Salmon, Ford Park Community Group, The Coach House, Ford Park, Ulverston, Cumbria. LA12 7JP