



Accounts Administrator

Lindengate is an award-winning mental health charity that offers specialised gardening activities to help those with mental health needs in their continuing recovery. Our services, known as *Social and Therapeutic Horticulture* (STH), use the healing power of nature and the outdoors to improve mental wellbeing, boost self-esteem, promote social inclusion and encourage long-term recovery. STH is recognised to be beneficial for a wide range of mental health needs including anxiety, depression, loneliness as well as for people with autism, dementia and head injury. Lindengate operates from a 5-acre site in Buckinghamshire.

Role description

Role title:	Accounts Administrator
Reporting to:	Lindengate Director
Based at:	Lindengate, World's End, Aylesbury Road, Wendover, Buckinghamshire, HP22 6BD
Hours:	16 hours per week, with some flexibility & opportunity to work from home.
Pay:	£12.00 per hour. Annual leave pro rata.

Main purpose of the role

- Administer the charity's accounts, gathering & posting transactions and interfacing with the appointed external accountants to generate accurate & timely monthly management and full year accounts.
- Support the organisation to develop & monitor annual and project budgets including fundraising bids.

Responsibilities

This role will involve:

1. Utilising an online accounts/management information service.
2. Recording & posting income (cash, cheques, electronic) transactions.
3. Raising & issuing sales invoices.
4. Gathering, accumulating, coding, scanning & posting purchase receipts.
5. Monitoring expenditure transactions for reconciliation against funding awards and project targets.
6. Supporting the Strategic Leadership and Fundraising Teams to develop business plan (financial) models for projects and the organisation as a whole.

Person Specification

1. Confident use of Sage.
2. AAT Qualified (Level 2).
3. Prior booking-keeping experience up to management accounts preparation.
4. Capable of effectively using Microsoft Office and online services for model development.
5. Excellent attention to detail.
6. Experience of working in a busy office environment and able to work with minimal support.
7. A good understanding of confidentiality and data protection.
8. An ability to relate positively to many different kinds of people.
9. Ability to present information orally and in writing to non-financial specialists.
10. Availability for up to 16 hours per week, with the ability to be flexible.

Support: Training, where specifically required for the role, will be provided.

Security Checks: Employment is subject to a satisfactory Enhanced DBS check.

Please send your CV and a covering letter to: director@lindengate.org.uk

Telephone: 01296 622443

Website: www.lindengate.org.uk

Deadline for application: 4th March 2019