



## Job description

<b>Job Title:</b>	Bookkeeper (part time)
<b>Reports to:</b>	Festival Manager
<b>Supported by:</b>	Festival Administrator
<b>Key relationships:</b>	Treasurer
<b>Works Alongside:</b>	Management Team

### About the Petworth Festival

The Petworth Festival is a charity that enables affordable access to a diverse and world class programme of music, performing art and literary events for Petworth and its surrounding communities. Founded 45 years ago, its vision is a Petworth community in which everyone has the chance to be inspired by music, literature and the performing arts.

The festival stages an annual summer music and arts festival in July and a literary festival in the autumn. It is run by a small staff team, supported by local volunteers and a Board of Trustees. Its funding is provided by local sponsorship (from both private individuals and local businesses) and ticket sales.

### Job Purpose

The purpose of the role is to undertake the accounting activities of the Festival on a timely and accurate basis to trial balance level, being in principle accounts receivable processing and collection, accounts payable processing and payment, bank and balance sheet reconciliations and all routine bookkeeping. The software package is Sage Business Accounting.

### Job Responsibilities

1. Raising and sending sales invoices for all categories of revenue where applicable, including sponsors. Chasing and collecting any overdue amounts.
2. Processing purchase invoices, arranging approvals and noting payment terms.
3. Processing debit card payments and staff expense claims.
4. Banking - setting up payments based on weekly payment cycles, submitting to the Festival Manager and the Treasurer for joint authorisation.
5. Banking - downloading transactions and importing into Sage. Matching imports with accounts receivable or payable, or posting direct to a nominal code.
6. Completing monthly bank reconciliations in Sage, clearing down all bank imports.

7. Posting and reconciling merchant card receipts for all Festival periods (Worldpay and PayPal/Zettle).
8. Posting cash float transactions and reconciling float balances.
9. Preparing and posting monthly accruals, prepayments and other journal entries.
10. Maintaining the fixed asset register.
11. Reconciling all balance sheet accounts on a regular basis.
12. Liaising with external accountants on payroll and pensions amendments. Preparing and posting monthly payroll journals in Sage.
13. Preparing Gift Aid claims for Treasurer's approval and submission to HMRC.
14. Submitting Sage year end trial balance to the external accountants, for their preparation of the Annual Statutory Accounts for filing at Companies House.

### **Task based objectives and priority setting**

To ensure that the Bookkeeper can prioritise their time and focus in line with organisational priorities, task-led objectives will be set and reviewed on a six-monthly basis, in agreement with the Festival Manager and the Treasurer.

This job description is intended to be forward thinking and indicative rather than final and exhaustive. The listed responsibilities and key duties and tasks may develop and evolve over time. The Petworth Festival reserves the right to update and/or remove certain elements. The Petworth Festival endeavours to keep substantial changes to a minimum and to promptly update this job description to take account of such developments.

**If you're interested in applying for this position, please email your CV with a cover letter to [info@petworthfestival.org.uk](mailto:info@petworthfestival.org.uk).**

**Closing date for applications: 14 October 2024**