

## The Midi Music Company

### Job Description

**Post:** Bookkeeper

**Self-employed Contract**

**Reports to:** Executive Director

#### **Key Duties:**

1. Record all financial information for the company records, in accordance with HMRC requirements
2. Produce Excel quarterly financial reports, profiling budget variances and detailing all income and expenditure in the relevant categories, as well as cashflow forecasts
3. Prepare annual independent examination documentation
4. Ensure all financial systems are kept up to date

#### **Summary of Responsibilities:**

1. Prepare cheques, update the cashbooks and complete the monthly bank reconciliations
2. Banking preparation
3. Complete the PAYE schedule payments, prepare wage slips and complete the BACS authorisation forms for permanent contracted staff
4. Prepare the HMRC monthly BACS authorisation form and update the HMRC records for PAYE payments
5. Calculate the Workplace Pension payments for MMC and employees
6. Prepare the Workplace Pension monthly BACS authorisation form
7. Produce quarterly cashflow reports, with actual and budgeted expenditure and income, monitoring cashflow balances
8. Prepare company invoices for payment from external clients and third parties
9. Prepare the financial information for the annual independent examination/audit; debtors, creditors, self-employed costs, Tutors by Project costs, Asset list, annual donations list, sales invoice list, cheque list, annual income and expenditure, PAYE information (copy of P11s, P35s & P60s) and complete bank reconciliations
10. Update the annual funding income document with breakdowns for grants, trusts and earned income
11. Contribute and attend internal and external meetings as required by the Executive Director.
12. Carry out all duties in accordance with the Company's policy documents and employment contract.