



National Sheep Association

Job Description for NSA Book keeper

Responsible to: NSA Chief Executive.

Key relationships with: NSA HQ staff, NSA Finance Director and NSA regional and ram sales managers/secretaries.

Objective: The NSA is a membership charity supporting and promoting sheep farming in the UK. This role will be based at the NSA HQ at Malvern and will support the financial administrative functions of the Association. This will include accounts administration, financial analysis and reporting, and support for budget preparation. A small number of other organisational tasks, related to income generation may also be included.

Specific responsibilities

- To input, code and record financial transactions using Sage50
- To deal with banking of income (cheques, BACS, cash and Sage pay)
- Creation of invoices/statements
- Work with budget holders to track income and expenditure
- Creation of payment authorisation report in conjunction with debtors report twice monthly
- Credit control
- Bank reconciliation and financial reports as required
- Preparing for, and contributing to end of year reports
- Payroll – not part of current role but could be encompassed

General role

- To take bookings for NSA carcass display units and liaise with transporter and clients
- To support the efficient answering of telephone enquiries
- To support the association's aims of building and retaining members
- To be a supportive member of the NSA team and offer assistance in times of organisational need.
- Other duties as agreed with line manager



Chief Executive: Phil Stocker
A company limited by Guarantee. Registered in England. Registration No. 37818.
Registered charity in England and Wales (249255) and in Scotland (SC042853)



National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.

your business your future



National Sheep Association

Conditions of work

- Full time role 37.5 hours per week. NSA office hours are 9am-5.30pm with an hour lunch break.
- Based at The Sheep Centre Malvern and a supportive part of a wider team.
- 20 days annual leave plus public holidays.
- Salary in region of £24,000.00 depending on experience and ability to fulfil the responsibilities.
- Pension scheme

Key skills/knowledge/qualifications:

- Sage Line 50
- Bank reconciliations
- Credit control
- Good communication skills
- Good organisation and prioritisation skills
- Strong work ethic with ability to work on own initiative and as a supportive team member

Application process: Please send a completed application form (see below), your CV and a covering letter to NSA, The Sheep Centre, Malvern, Worcestershire, WR13 6PH or julie@nationalsheep.org.uk by end of play on **Wednesday 22nd February 2017**. For more information please email us or call 01684 892661. Interviews will be held on Tuesday 28th February



National Sheep Association

**Application Form for NSA Book keeper
PRIVATE AND CONFIDENTIAL**

Please return this form, with your CV and a covering letter, to the National Sheep Association
The Sheep Centre, Malvern, WR13 6PH or julie@nationalsheep.org.uk

Full Name			
Title	Mr/Mrs/Miss/Other		
Address			
Email Address			
Telephone number(s)			
NI number			
Do you hold a current driving licence?	<input type="checkbox"/>	How many points do you have on your licence?	<input type="text"/>
Are there any restrictions on you taking up employment in the UK?	<input type="text"/>		

EDUCATION HISTORY (include schools, colleges and university, and qualifications gained

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EMPLOYMENT HISTORY

Name and address of employer	Job title	Duties	Salary / rate of pay	Reason for leaving
Notice required in current post (if applicable)				
Other employment				



National Sheep Association

REFERENCES

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.	
1.	2.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Disclosure Scotland.	
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DECLARATION (Please read this carefully before signing this application)

<ol style="list-style-type: none">1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated. <p>Signed Date</p>
