



Basingstoke Counselling Service, a registered charity, was founded in 1985 by a small group of local therapists wanting to provide mental health support to the local community. Since then, our service has flourished to become a busy, vibrant counselling and training centre, managed by a talented team of clinical and non-clinical staff, dedicated to improving the emotional wellbeing of our community.

We achieve this in two ways. Firstly, we offer one-to-one and couples counselling for adults, via a team of counsellors who provide a professional and affordable service. Our counsellors are supervised and practise within the BACP Ethical Framework for the Counselling Professions.

Secondly, we provide a range of training courses for those interested in supporting others with mental health difficulties. We have a long heritage of running highly regarded courses from one-day CPD workshops through to a three-year BACP Accredited Diploma in Psychodynamic Counselling.

Based in central Basingstoke (a stone's throw from War Memorial Park and the town centre shops and transport links), we have a suite of 11 rooms used for counselling, training and administration. All of these rooms have recently been refurbished to a high standard, making BCS a very pleasant and welcoming work environment.

This is an exciting time for us as we are experiencing a sustained period of growth. To ensure that we continue to deliver high-quality services to all our users it is imperative that we recruit talented and committed individuals to complement the current team and help us continue to develop and grow the service.

To minimise our impact on the environment and ensure efficient work practises, all of our systems are now digital.

We understand that discrimination and inequality exist in our society. As an organisation, we aim to treat everyone with dignity and respect, and therefore challenge ourselves regularly to ensure we achieve this. We do this by listening and responding to feedback and regularly reviewing our approach to equality, diversity and inclusion.



Job Description

Role title	Senior Bookkeeper
Reporting to	Co-Directors
Employer	Basingstoke Counselling Service
Location	Goldings, London Road, Basingstoke, RG21 4AN. Alternatively, this can be a hybrid role, with some hours worked remotely.
Working hours	10 hours per week. (We are flexible as to how this is spread across the week.)
Salary	£30 per hour
Term of contract	Self-employed
Start date	As soon as possible
Closing date for applications	9am on Monday 14 th October 2024
Interview date	Week commencing 14 th and 21 st October 2024
To apply	Send a CV and covering letter to louise.hewitson@basingstokecounselling.org.uk
For an informal chat about the role	Please contact Louise Hewitson on 01256 843125 or louise.hewitson@basingstokecounselling.org.uk

Overview of the post

We are seeking a suitably experienced finance professional who has the knowledge and skills to effectively manage all aspects of the finance function at BCS.

The postholder will have significant accounts experience and will be a very confident user of Xero. Confidence to work in a position of sole responsibility is also important. A significant aspect of the post will be the preparation of month end management and financial reports for presentation to the function managers, Co-Directors and Trustees.

After an initial period of settling in, there is scope for the majority of the role to be from home, with occasional meetings in the office.

The postholder will be supported by the admin team and will work closely with the Office Manager. There are two Co-Directors who work collaboratively to manage the Service, with each taking a lead on a key Service function. However, for line-management purposes, the postholder would be primarily reporting to one Co-Director only.

Duties and responsibilities

- Inputting accounts data into Xero
- Undertake month-end bank reconciliation
- Analyse financial data, monitor expenditure and forecast revenue
- Prepare monthly management accounts and financial reporting, accruals, prepayments etc.
- Liaise with function managers
- Manage employee expense claims
- Supplier payment runs
- Support in preparation of annual budget
- Preparation of accounts for annual audit by external accountants
- Implementing procedures and processes to ensure efficiency within the organisation's accounts

Person Specification

Training and qualifications	<ul style="list-style-type: none">• Part Qualified or Qualified CIMA/ACCA, or• AAT qualified, or• QBE
Knowledge and Experience	<ul style="list-style-type: none">• A minimum of three years' experience working in a similar role• Knowledge of, and experience in, using accounting packages, particularly Xero
Skills	<ul style="list-style-type: none">• Strong analytical skills• High level of accuracy• Advanced computer literacy• Strong communication and organisational skills• Ability to work effectively both independently on own initiative and as part of a team
