

The Booksellers Association of the United Kingdom & Ireland Limited
6 Bell Yard London WC2A 2JR
Tel: 020 7421 4640
www.booksellers.org.uk

POSITION

Assistant Accountant – Maternity Cover

SALARY

£20k-£25k full time for a fixed-term contract of minimum 9 months starting January 2020

BA GROUP OF COMPANIES

The Booksellers Association of the United Kingdom & Ireland Limited is a trade association, founded in 1895 and provides services to UK and Irish bookseller members, and to others in the book trade.

The Booksellers Association wholly owns two subsidiary companies – **Book Tokens Limited**, and **Batch Limited**. The Association and its companies occupy freehold premises in London WC2. Currently, 33 staff are employed by the BA and its companies.

The Booksellers Association provides a wide range of services to help its members sell more books more profitably.

Book Tokens runs the Book Tokens scheme, currently reporting annual sales of around £16m.

Batch Ltd is a web-based service that allows booksellers to pay their suppliers

The Booksellers Association is also a trustee in **World Book Day Ltd and BIC**

REPORTING TO:

The holder of this position will report to the Financial Controller of the BA Group

THE ACCOUNTS DEPARTMENT

The Accounts Department of the BA Group is responsible for:

- Data processing
- Exchange verification
- Credit & Purchase Ledger control
- Banking and general accounts

DUTIES AND RESPONSIBILITIES OF THIS POSITION

This is a challenging and highly responsible position requiring day-to day accounting tasks.

The key responsibility is to ensure all tasks assigned are carried out accurately and on time.

The following is intended to highlight the different areas in which the holder of this post can expect to be involved (carry out or supervise). The list is indicative but not prescribed.

Daily tasks

- Process paper exchange files
- Input stock onto system
- Ad hoc general journal entries
- Posting of bank receipts/payments to all bank accounts
- Credit checking and warning reports
- New DD/Refund details into banking system

Monthly tasks

- Stock control
- Update Stock Inventory spreadsheet
- Reconcile various balance sheet accounts
- Reconcile bank accounts and floats in sterling/euro/dollar
- Prepare and post monthly sales invoices
- Processing of invoices/credit notes
- Oversee preparation of statements and BACS/DD schedules
- Oversee allocation of non-automated accounts

CHARACTERISTICS & SKILLS REQUIRED

This role requires knowledge of the principles and working of accounting practices and procedures.

Essential Skills

- Graduate-caliber individual, financial qualification preferred but not essential
- Experience preferred but not essential in both Financial and Management Accounting
- Excellent inter-personal and communications skills
- Good planning abilities, organizational, analytical, diagnostic and time management skills
- Flexible and self-motivated with strong initiative
- Hands-on, proactive approach with strong team-working skills
- Ability to priorities and multi-task
- Computer literate with fluency in Excel; desirable to have knowledge of Navision

LOCATION

You will be located at Bell Yard, London WC2A, but you may be required in the future to work at a different location.

WORKING TIME

This is a full time maternity leave position. The office hours are presently 35 hours per week - Monday to Friday. However, you will be expected to work any additional hours necessary to carry out your duties. Normal office hours are 9am to 5pm.

SEASON TICKET LOAN SCHEME

An interest free annual season ticket loan scheme is available at the end of the probationary period.

HOLIDAYS

Four weeks' annual leave is granted each year (pro rata for employees beginning work during the holiday year). Additional holiday entitlement is given to staff with over five years' continuous service.

MATERNITY, PATERNITY AND COMPASSIONATE LEAVE

Maternity, Paternity and Compassionate Leave are granted. Full details will be given on request.

PENSION, LIFE ASSURANCE AND DISABILITY COVER

The company is auto enrolled for pensions. Full details of the schemes in operation will be given on request as with other benefits which can be found in our company handbook which will be issued when you start.

NOTICE PERIOD

This role is for a fixed period of 9 months, A probationary period of twelve weeks will operate for this position from the date of appointment. During this period, the company reserves the right to give one week's notice; similarly, the new employee is obliged in turn to give only one week's notice. After the probationary period has been successfully completed, the period of notice each way is 4 weeks.

CONFIDENTIALITY

The Association and its trading companies possess confidential information in both electronic and manual formats concerning its own operations, as well as possessing details on booksellers, publishers and others. It is a condition of employment that such material and information remains confidential and under no circumstances should be copied for use outside the Association.

EMPLOYMENT POLICY

As part of a continuous policy to select with the utmost fairness, applicants will be considered on the basis of their suitability for the post, regardless of sex, age, nationality, race, marital status, sexual orientation and disability.

WORKING IN A SMALL ORGANISATION

It must be appreciated that the above details are designed to give an accurate indication of the type of work involved and the general conditions of employment, but the Booksellers Association group is a small organization and the holder of the above position must be prepared to help in other ways and to take on tasks that may be necessary.

DISCLAIMER

These notes are intended as a guide for prospective employees of The Booksellers Association and do not form part of the Contract of Employment.

APPLICATIONS

Those interested in applying should send their CV to tom.catton@booksellers.org.uk