

5th January 2018

Job Description: Volunteer Accountant / Company Secretary

Berkshire Family Mediation - Reading Town Centre, based in the County Court Building.
A Company Limited by Guarantee - Charity number: 1142334. Company number: 07522878.

Person Profile:

- A qualified accountant, or an accountant qualified by experience
- Familiarity with Charity Commission filing requirements and procedures
- Familiarity with Companies House filing requirements and procedures
- A working knowledge of VAT special schemes and filing requirements
- Knowledge of preparing statutory and charity accounts preferable but not essential.

Key tasks (one or two hours per month):

Preparation of monthly / quarterly accounts, as required by the Trustees / Board of Directors. Accounts are currently prepared using Xero accounting software – an online accounting package.

Preparation of final year end statutory accounts and submission to the charity's Independent Examiners. Deal with any questions arising during the course of their Independent Examination.

Attend regular Management Meetings to answer any questions arising from the monthly / quarterly accounts. Present year end audited statutory accounts at the AGM, and sign off as Company Secretary. Advise the Management Committee of any financial matters likely to impact the charity.

Maintain the Company's Statutory Register. File the Company's annual Return and Accounts. Maintain and update, as necessary, the details of the Company's Directors, Secretary and other Company information held at Companies House.

Maintain the details of the charity at the Charity Commission. Update details of Directors / Secretary and other relevant information required by the Charity Commission. File annual accounts at the Charity commission.

Prepare quarterly VAT return and submit online to HMRC. Notify the office of the amount to be drawn by HMRC early in the following month. The charity is Corporation Tax exempt but is registered for VAT.

Expressions of interest can be sent in confidence to the service manager, or feel free to telephone for more general information, as below.

Keith Chappell,
Service Manager
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