



## **Accounts and Bookkeeping Self-Employed Contractor or Outsourced Responsibilities**

Visit Exmoor is the tourism organisation for Exmoor, with a clear mission to promote Exmoor as a visitor destination to the benefit of our members and our geographical area. In addition we provide business support services to members and also deliver service based contracts for our local authorities and partners. We are currently working towards becoming incorporated as a Community Interest Company.

### **Accounts and Bookkeeping - Self-Employed Contractor**

- Starting at 12 hours a month with potential to increase (average of 3 hours a week).
- Rate is up to £12.00 per hour (dependant on experience), equating to £21,840 approx per annum (full time equivalent calculation).
- This contract would be delivered with a combination of home working, office working in Dulverton (Visit Exmoor have desk space in Exmoor National Park Office) and meeting attendance across the Exmoor area when required.
- Expenses will be paid subject to pre-approval.
- It is expected that the contractor will have their own laptop and phone.

### **The Accounts and Bookkeeping Contractor will be responsible for:**

- Preparing membership invoicing, updating payments and proactively highlighting upcoming renewals due and late payments to Membership Services.
- Creation of purchase orders and confirmation to suppliers.
- Payment of all outgoing invoices (with approval from Finance Director).
- Handling of all incoming payments (paypal, BACs and cheques)
- Preparation and send invoices (input from CEO and approval from Finance Director) .
- Monthly reporting including P&L, specific reporting for committee (criteria provided by Visit Exmoor) and reporting spend against annual budget.
- Preparation of accounts and documents to be submitted for Tax returns, VAT submissions and independent annual review of accounts (additional hours may be agreed for these specific tasks.)
- Working to Visit Exmoors stated strategy and vision and adhering to Visit Exmoor processes, policies, and guidance.

### **The individual or organisation:**

**Visit Exmoor would welcome applications for this role from individual contractors and also consider outsourcing the service to accounting organisations in the area.**

This role requires a motivated, self-starter, able to engage well as part of a small team, who can take direction and input, prioritise tasks and to then take ownership to deliver their contracted responsibilities.

Visit Exmoor are flexible on how the successful contractor delivers within the monthly hours. Within that, attendance at required meetings for engagement with team members would be necessary to fulfil the role.

It would be expected that the successful contractor or organisation would show flexibility and monitor email and ensure urgent requests and queries are proactively dealt with.

- Experience of working within a paperless accounts process, using Quickbooks, Paypal (within quickbooks and directly in the Paypal platform) and Microsoft Office is essential.
  - In addition using experience of using dropbox (as our secure cloud based storage) would be helpful but not essential.

- The contractor would be required to process cheques at bank or post office in a timely manner, providing receipted evidence payments to the finance director.
- The required services will be measured on the ability to provide clear and consistent reporting on a monthly basis, and previous experience in delivering reporting is important.
- A key objective of the delivery of these services will be timely payment of incoming and outgoing invoices, proactive management of membership payments including highlighting upcoming renewals and outstanding member payments to Membership Services.
- The successful candidate will be able to demonstrate that they can work within a team, take responsibility for delivering contracted services, prioritise workload and knows when to ask for support in resolving issues.

### **Application Process:**

We are open for applications until **11am on Friday 11th June 2021**.

If you are interested in applying, please send CV and covering letter outlining why you believe you are a strong candidate for this self-employed contract to [honsec@visit-exmoor.co.uk](mailto:honsec@visit-exmoor.co.uk)

**Please note:** We are not able to consider applications that do not include both a CV and covering letter.

Visit Exmoor celebrate diversity. We treat everyone equally and our consideration of any employee or contractor applications are based solely on a person's merit and qualifications directly related to professional competence. Visit Exmoor does not discriminate against any employee, contractor or applicant because of race, nationality, colour, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, marital status, pregnancy or related condition (including breastfeeding) or political beliefs. We place an obligation upon all employees and contractors to respect and act in accordance with the policy.