

Booking and Bookkeeping Assistant

Full job description

Admin and Book keeper Clerk - The Sabrina Boat

Salary: £13 per hour

We are looking for someone to support our team in the Booking office and assist with the accounts and book keeping on Quikbooks.

About us:

The Sabrina boat is a 60-seater passenger vessel on the River Severn that runs on the river loop around Shrewsbury town centre. We offer day trips with table service for drinks and live commentary, as well as a range of themed evening parties or food and drink functions for both public events and private hire.

About the role:

A varied and rewarding role working with a small supportive team. The role involves a combination of assisting the office team with calls, emails, enquiries and admin along with collating, filing and organising the book keeping element to the business. Our season runs from the 1st March – 31st October, running everyday subject to river levels. This role is a permanent all year round as the booking office is open during our off season. The successful applicant will be required to work a minimum of 2/3 days a week with the option to work more days during busier times. The role will be 8.45 - 5.30pm and will involve weekend work.

Key responsibilities:

- Processing payments, invoices, income and receipts and entering data into Quikbooks accounting software then filing hard copies
- Preparing financial statements showing business income and expenditure
- Paying invoices and tracking bank account balances

- preparing finances for accountant to complete VAT returns
- Verifying the accuracy of business accounts and alerting the Accountant of errors
- Recording any inconsistencies to help the Accountants reconcile inaccuracies
- Developing monthly financial statements including cash flow, profit and loss and balance sheets
- Preparing employee wages for accountant to process
- Working closely with the rest of the office team

Requirements of the Operations Manager:

Some Experience with book keeping

Understanding of business finance systems such as Quikbooks

Computer knowledge on Microsoft Outlook, Excel and Word

Strong communication skills required

Ability to liaise and work with a variety of employees, businesses and customer so strong interpersonal skills essential

Organised and methodical

Committed, reliable, flexible, and trustworthy

Enthusiastic, polite and confident with customer interaction

Training and development:

Full training of the role will be provided.

Role Benefits

28 days holiday pro-rata (includes Bank holiday)

Additional days holiday every year after 24 months of employment

Tips off the boat will be divided out on the day with a 10% into an office tip box

Regular social events

Free tea / coffee / squash

Access to full working kitchen

·Full use of commercial kitchen

Snacks available 50p during shift

50% off during shift for soft drinks which are in a carton, bottle, or tin (juice, still, sparkling, ginger beer / tonics etc)

1 free family ticket per season (subject to availability and booking)

Free boat trips for daily boat trips (subject to availability). Friends and family pay as normal. Drinks at normal rate

Free dance theme night, friends / family pay as normal. Downstairs unless room to go to top deck.

Other theme nights charged for staff and guests at cost to us – mid deck /lower deck only. Full price if top deck. Drinks at normal

Discounted partnership themed nights.

£50 off picnic boat hire

Job Types: Part-time, Permanent

Pay: £13.00 per hour

Expected hours: 16 – 32 per week

Benefits:

- Company events
- Company pension
- Discounted or free food
- Employee discount
- Sick pay

Schedule:

- 8 hour shift
- Day shift
- Holidays
- Weekend availability

Supplemental Pay:

- Bonus scheme

Work Location: In person