

Roles and Responsibilities

British Florist Association - Job Title: Bookkeeper

Are you passionate about financial management and eager to contribute to the growth of the floral industry? The British Florist Association (BFA) is seeking a dedicated and detail-oriented Bookkeeper to join our team. As a Bookkeeper with the BFA, you will play a crucial role in maintaining our financial stability and ensuring the efficient operation of the association.

Overview:

In this role, you will attend board meetings when required, demonstrating your commitment to broad lateral thinking and your dedication to helping the entire floral industry thrive. Acting with professionalism and inclusivity, especially when representing the BFA, is essential. Your active participation in generating ideas and activities to foster the association's growth is highly valued. Additionally, your transparency in sharing news, information, and activities with the board will contribute to our organisation's success.

Key Responsibilities:

Financial Oversight: Collaborate with the Chair and Manager to prepare annual budgets, establish robust financial controls, and monitor expenditure against the budget. Provide recommendations on subscription levels for the governing body's consideration.

Finance Coordination: Take charge of finance matters, including banking, payments, mandates, invoicing, refunds, and retail accounting procedures. Distribute necessary documentation and correspondence related to financial transactions.

Budget Management: Coordinate the production of budgets and forward them to the manager for distribution to the Board when required.

Accountant Collaboration: Work closely with Company Accountants as needed to ensure accurate financial management.

Brand Identity: Maintain the brand identity of the BFA in all financial and administrative matters.

Payroll and Compliance: Manage PAYE and payroll, as well as oversee insurance and Company pension scheme payments (if applicable). Ensure strict compliance with all relevant legislation.

Health and Safety: Observe health and safety regulations during tasks and take responsibility for ensuring compliance with the organisation's event-related health and safety requirements.

Key Responsibilities:

In addition to the financial management tasks, the Bookkeeper will be responsible for ensuring they have access to necessary equipment for their role. The BFA will cover the costs/expenses of communication with the Association Manager and Board of Directors

Working Hours and Salary:

- **Working Hours:** 15 Hours per month.
- **Salary:** We offer a competitive annual salary of £2,700 commensurate with experience and qualifications.

If you are a meticulous and dedicated individual with a passion for financial management and a commitment to professionalism, we encourage you to apply for this pivotal role. Join us in nurturing the financial stability of the British Florist Association and supporting the growth of the floral industry.

To apply for this exciting opportunity, please email Nikki@britishfloristassociation.org. Any information will be shared with the current board directors before interviews commence.