



## **FULL-TIME BOOKKEEPER & ADMINISTRATIVE ASSISTANT**

**37.5 hours per week**

**SALARY: £18,000 - £22,000 per annum**

**FIXED TERM APPOINTMENT UNTIL 30/06/2023**

The Wales Veterinary Science Centre (WVSC) opened in 2015 in Aberystwyth to provide post-mortem examination (PME) services for farm livestock and wildlife. It has since expanded into laboratory diagnostic services to support vets and farmers in Wales with disease surveillance along with Welsh Government eradication programmes. In addition, the WVSC is committed to providing high quality veterinary CPD (Continuing Professional Development) and delivering collaborative projects with veterinary and farmer-led initiatives to increase surveillance and reduce incidence of disease, improve animal welfare, and encourage the responsible use of therapeutics. A full-time Bookkeeper & Administrative Assistant is now required to support an increasing workload for the duration of a new project.

### **Job Specification**

This is a full-time (37.hrs/wk) appointment.

Regular Working Hours: 8.30am – 5pm (Monday - Thursday) & 8.30am - 4.30pm (Friday).

Office responsibilities include\*:

- Bookkeeping to include:
  - Account reconciliation
  - VAT returns
  - Processing invoices, receipts, and payments
  - Managing Payroll
  - Prepare balance sheets and other finance reports as requested by management and the Board
- Developing, implementing, maintaining and reviewing internal business processes
- Managing email inboxes
- Front of house duties – receiving public, clients, students, deliveries
- Making and receiving phone calls, conveying messages accurately

Additional responsibilities include\*:

- Processing submission paperwork and inputting relevant data on the computer system
- Liaising with public, vets, farmers, company reps
- Processing results and compiling reports
- Taking and circulating meeting minutes
- Stock management – ordering, checking in, rotation (as appropriate)
- Arranging carcase collection
- Accurately maintaining databases
- Postage and packaging of samples
- Understanding and upholding the Quality System
- Arranging & hosting CPD events
- Developing marketing material
- Maintaining filing system
- Copying and distributing paperwork

\*These responsibilities are not exhaustive. You may be required to carry out any other duties deemed within reason.

Salary: Commensurate with experience



**Essential Skills:**

- Bookkeeping experience
- Knowledge of accounting software
- Good communication skills with excellent telephone manner
- Proactive, self-motivated and ability to work independently with excellent organisational skills
- Accurate record keeping
- Excellent IT skills, particularly word processing, spreadsheets and databases
- Ability to work in a close-knit team
- Conflict management – dealing with complaints

**Desirable Skills:**

- Knowledge of Xero accounting software
- An ability to communicate confidently in English and Welsh
- Experience in agriculture or the scientific / veterinary / medical field would be advantageous
- Experience of Microsoft Office Word, Excel and Access
- Sales and marketing
- Working under pressure

Please visit the website for an application form ([www.wvsc.wales](http://www.wvsc.wales)) and details of how to apply.

Closing date: 18<sup>th</sup> October 2021