

**Job Description for the role of Accounts & Admin Officer**

**Flexible hours: Approximately 6-10 hours per week. Freelance position at our studios near Ancrum. £19/hr**

Real Wood Studios is a Community Interest Company and provides a co-working business hub for designer-makers, where they can share knowledge, equipment and other resources. We run a specialist sawmill and timber yard processing and selling locally sourced hardwoods with a woodshop and showroom open to the public. We encourage new makers to set up business in the Borders by providing them with a workspace and access to equipment they would be unable to afford on their own. Alongside these RWS also offers a program of mentoring and support, which provides a vital bridge between education and business. We can host educational visits and workshops and provide information on the whole process of transforming local trees into useful and beautiful products. We are currently home to 4 furniture and 1 violin making business, and make quality, local hardwood available to other local makers, architects, builders and hobbyists, offering advice on its selection and use.

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| <b>Main Purpose of Role:</b> | <b>To record and maintain all the financial records of the Company up to Trial Balance level. To undertake administrative tasks as required. To assist with the running of the Showroom.</b>   |
| <b>Bookkeeping:</b>          | Tasks will include but are not limited to:<br><br>Processing invoices, payments, income and receipts etc. and entering data into the accounting software (SAGE). Sales Ledger/Credit Control/Purchase ledger.<br>Tracking Bank accounts/Petty cash and reconciling each account monthly. Tracking Merchant Services activity and reconciling monthly.<br><br><b>Completing VAT returns.</b><br><br>Completing management reports and distributing them to Directors as required.<br>Accruals/Prepayments may need to be completed to ensure realistic figures are reported.<br><br>Calculating and Recording Depreciation<br><br>Preparing and submitting complete accounting information to the Company's External Accountants.<br><br>Assisting the Directors with financial planning. |

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| <p><b>Administration:</b></p> | <p><b>To assist the Directors by dealing with any administrative task that may be required within the individual's capabilities.</b></p> <p>Tasks may include:<br/>         Checking E-mails and acknowledging messages before forwarding to Makers.</p> <p>Being the first point of contact for suppliers such as telecoms/software/utilities and providing Directors with information enabling them to make decisions regarding supply of essential services including renewal of contracts.</p> <p>Assisting with Timber Stock Control.</p> <p>Taking minutes of meetings.</p> <p><b>The individual should be prepared to be pro-active and have an enquiring mind as this is a large part of the overall role.</b></p> |
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| <p><b>Sales/Showroom</b></p> | <p><b>To promote/support the work/ethos of RWS by assisting customers and keeping records.</b></p> <p>This will include:<br/>         Meeting customers in the Showroom/Woodshop and, where appropriate, explaining the ethos of RWS. Good customer facing skills are required.</p> <p>Promoting the products on display and taking payment for them. Preparing labels for showroom stock.</p> <p>Keeping records of the stock held in the Showroom for insurance purposes and completing a stock check from time to time to ensure accuracy.</p> |
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**For the right applicant there is also potential to expand the role to include Marketing and Communications responsibilities including Social media, producing a Quarterly newsletter, and also to support the Directors with Project Management and Business Development.**