**Job role,**

**Mess Accountant/Mess Treasurer**

**Hourly rate £11.76**

**Job Responsibilities**

* Ensure that inventories, statistical reports and all daily paper and computer work are completed accurately and within given deadlines.
* To ensure compliance to service provision in accordance with BDR18 - Management and Accounting for Non-public funds.
* To control the mess VAT account and make quarterly returns.
* Maintain and update X3 Sage and Sage 50 accounts in agreement with Sodexo procedures.
* To distribute the messes, mess bills in line with contractual obligations.
* To receive payments for mess bills, accommodation charges and other miscellaneous amounts due.
* Daily reconciliation of cash held.
* Monthly reconciliation of bank accounts.
* Monthly close and reconciliation of accounts for internal service audit.
* Present half year and annual accounts for internal and external audit.
* Pursue the early payment of monies due to the mess and contractor.
* To pay promptly authorised bills incurred by the mess.
* To oversee the recording of each mess members daily expenditure of messing, bar and other items.
* To produce monthly or as required a trail balance of all accounts.
* To brief all joiners of charges applicable to them on arrival.
* To present a detailed breakdown of accounts, including an income and expenditure. Statement, of the mess general fund and all subsidiary funds at the mess committee meetings.
* To liaise closely with the Mess Manager, concerning charges for mess members and visitors.
* Prepare and manage accurate projections for Mess P & L accounts.

**Key Requirements**

* Excellent numeracy skills; strong written and verbal skills
* Service Fund Accounting qualification, AAT or equivalent.
* Knowledge of applicable health and safety legislation
* Comprehensive understanding of BDR18
* PC skills (Word, Excel, PowerPoint)
* Fully confident with bespoke software applications.
* Ability and full confidence in producing reports across all areas of the business
* Positive attitude
* Ability to meet deadlines
* Performs supervisory duties and exercises financial authority.
* Ability to maintain a variety of operating and general records and to prepare reports for client presentation.