



Fixing the big issues for disabled people in Buckinghamshire
Charity No 1102511

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Postal Address (no callers): BuDS, c/o Aylesbury Foodbank,
44 Rabans Close, Aylesbury, Buckinghamshire, HP19 8RS
Registered Address (no callers): BuDS, c/o B P Collins LLP, Collins House,
32-38 Station Road, Gerrards Cross, Buckinghamshire, SL9 8EL



Volunteer Role Description

SAGE Accounting Specialist

Hours:	Variable but 5 hr/week is guideline
Duration:	Until June 2020 (may be renewed)
Location:	Home based using MS Office 365 and Teams
Reporting to:	Andrew Clark & Sue Sansom
Role Purpose:	To support and train the charity's volunteer finance team to use SAGE accounting software

Background

BuDS has not previously used accounting software but its growth and increasing complexity has made its introduction necessary. We intend to start using SAGE Line 50 with the charity module and to use it to produce annual accounts for 2019/20 and 2020/21 as well as monthly management accounts. We have a voluntary bookkeeper in place who is familiar with SAGE but who lacks operational experience. Cannon Moorcroft has independently audited BuDS' accounts for many years from a file produced inhouse.

Specific Responsibilities:

With strong support of Andrew, and as part of the wider BuDS team:

1. Establish strong relationship with voluntary bookkeeper and develop remote working methods
2. Support bookkeeper to install and correctly configure SAGE Line 50 to meet BuDS needs, consulting with Trustees and project leads as necessary
3. Support bookkeeper with data entry of historical and current transactions
4. Support bookkeeper to set up appropriate reports and report cycles
5. Support bookkeeper to produce annual accounts for 2019/20 and, if possible, to have these audited in time for AGM on 25 November 2020.
6. Support bookkeeper and Trustees to modify BuDS' internal procedures, eg for payment of expenses, invoices etc, to integrate with SAGE.

Person Specification

1. Knowledge and experience of charity accounts including the charity SORP or willingness to learn about this.
2. Experience of installing, configuring and working with SAGE Line 50 or similar SAGE application
3. Working knowledge of using MS Office software (BuDS uses Office 365, Windows 10 and Office 2016). Training will be given if needed
4. Ability to build relationships and support others
5. Ability to work cooperatively and effectively with a wide variety of people including disabled people with impairments of all types
6. Ability to maintain confidentiality and keep private information to themselves.
7. Understanding and appreciation of the Social Model of disability – see <https://buds.org.uk/the-social-model-of-disability/>

BuDS is an equal opportunity organisation and disabled people are particularly encouraged to apply for this role.

BuDS is committed to safeguarding all those with whom it works. This post is anticipated to involve unsupervised work with potentially vulnerable adults and children, and/or their records, and so this post will be subject to an enhanced DBS check on appointment. Professional and character references will also be needed.