

Bookkeeper (Freelance – 16-20 hours a month)

We are looking for an enthusiastic individual to provide bookkeeping and payroll services for our charity based in East Finchley, N2. We require between 16-20 hours of bookkeeping services a month.

The Bookkeeper duties will be:

- Record financial transactions on accounting software (we currently use Sage)
- Produce monthly management accounts and balance sheet for the Chief Executive and our Board of Trustees
- Support the preparation of the annual budget and any forecasts
- Prepare the annual financial statements to a template prepared by the auditors and generally assist the audit process
- Perform monthly reconciliations e.g. on donations received and petty cash
- Manage accruals and prepayments
- Ensure appropriate backups and record keeping of financial information

The Payroll duties will be:

- Manage monthly payroll system for our staff team (currently 6 people)
- Prepare and submit P11D and other statutory requirements
- Administer Pensions (we currently are enrolled with NEST)

Skills and Behaviours:

- Excellent bookkeeping skills, preferably with a bookkeeping or accounting qualification.
- IT literate with an emphasis on Sage and Excel.
- Good technical understanding of charity accounting, PAYE, Gift Aid and payroll
- Experience of working in a charity environment especially handling donations and grant-making
- An understanding of how to present numbers and information to facilitate decision making
- A good communicator with strong interpersonal skills
- Accuracy, attention to detail and reliability
- Highly organised with an ability to act without detailed supervision

References from all employers within the last three years will be required. We must see proof of qualifications.

To **apply** please send a copy of your CV and covering letter to **adam@uknif.org** by **25 Feb 2019**

