



Bookkeeper - Role Description

We are looking for an experienced freelance bookkeeper to support Bramber Bakehouse at a pivotal point in our journey to support female survivors.

You'll oversee the financial activities of Bramber Bakehouse, keeping record of all accounts and working closely with the Charity Manager and Trustees to ensure effective use and stewardship of the finances.

Title: Bookkeeper
Location: Remote
Salary: Freelance - hourly rate to be negotiated
Hours: Approximately 10-12 hours, per month
Reporting to: Charity Manager + Trustees

About Bramber Bakehouse

Bramber Bakehouse provides skills-based training for female survivors, equipping and empowering them on their journey to restoration and recovery. Through baking sessions, wellbeing support and life-skills, women are supported within an inclusive community as they enter voluntary work, paid employment and/or education.

This is an exciting time to join us as we begin to support women across the South East, providing more and more opportunities to receive the life-changing skills needed to promote independence.

Key Responsibilities

- Maintain an orderly accounting filing system on Xero
- Oversee and comply with government reporting requirements
- Report to directors/trustees on a monthly/quarterly basis
- Deal with finance queries and administration including emails and filing
- Conduct research and reports when required
- Prepare year end accounts with accountants and company secretary
- Calculate variances from the budget and report significant issues.
- Conduct reconciliations of all accounts
- Record receipts and match with transactions
- Process payroll in a timely manner
- Record cash receipts and make bank deposits (when/if appropriate)
- Oversee and monitor the fixed assets register
- Make all payments in a timely manner
- Issue invoices

- Issue financial statements
- Claim Gift Aid (when/if appropriate)
- Assemble information for external auditors (when/if appropriate)

Personal Specification

Essential experience and skills

- Experienced bookkeeper, or experience within a similar role
- Excellent knowledge of Xero accounting software package
- Degree in accounting or business administration, or equivalent experience
- Knowledge of book-keeping and accounting principals
- Proficient with Microsoft Excel, Outlook and Word

Person attributes

- Committed to Bramber Bakehouses' values and mission
- Broadly in sympathy with the aims and ethos of the charity
- Organised, with excellent numerical skills and good attention to detail
- Excellent written and spoken communication skills
- Able to work collaboratively

All roles require a DBS check prior to the role commencing.

How to apply for this role

To apply, please send a copy of your CV, a cover letter, and a brief introduction sharing why you'd like to be part of the Bramber team to lucy@bramberbakehouse.co.uk.

Applications close on Wednesday 22nd June 2022.

If you have any questions about this role, need additional information or wish to have an informal and confidential discussion, please email lucy@bramberbakehouse.co.uk.