

The Mill is looking for a freelance Bookkeeper/Accountant

Part time. 15 hours per calendar month. £20 per hour. 6 month freelance contract.

The Mill is Walthamstow's newest community space, which is volunteer-led. The Mill was formed by a group of residents 3 years ago, and has created a valuable community resource for Walthamstow. We are looking for a part time, experienced bookkeeper/accountant to manage the Mill's finances and to provide vital financial information, strategic direction and planning to the Mill's board.

The Mill is a shared community space for all, but not just somewhere that hires out rooms. The Mill is a living room; where neighbours meet each other, access new skills and culture, build links and creating a sense of neighbourliness, in an area where there is isolation and deprivation.

As Bookkeeper/Accountant experienced in Sage 50 Accounts Plus you will take responsibility for:

- Reconciliation and banking with statements and SAGE.
- Creation of receipts for cash transactions on banking records.
- Purchase and customer ledger, matching and coding invoices, cash allocation and raising of invoices
- Debt management and maintenance of debtors ledger
- Managing petty cash system
- Payroll - managing monthly payroll with full calculations, PAYE, P45 and P60. You will have experience of HMRC regulations regarding payroll and NI.
- Creation of monthly profit and loss accounts for trustees, showing full year information for comparisons
- Provide strategic analysis showing where the Mill could improve its financial management, highlighting risks and keeping the trustees abreast of current financial information and opportunities.
- Creation of quarterly reports against budget showing expenditure, income, balance, grant release and salary showing showing full year data for comparisons.
- Compilation of year end accounts and liaison with Auditor.
- Research and make a proposal for alternative accounting system suitable for The Mill
- Act as lead on The Mill's Gift Aid activities and submissions

You will be a qualified bookkeeper or accountant and have significant bookkeeping experience in a small firm or charity, or social enterprise, and have a current registration number from a bookkeeping or accountancy qualified body. You will possess strong numeracy skills and have experience of Sage and Excel. You must be a good communicator with strong IT skills. You must be able to work on your own initiative, meet deadlines set by the trustees and work with staff and volunteers at the Mill as required, to ensure the financial management is achieved according to the Mills financial procedures..

You will be asked to attend trustee meetings or management meetings on some occasions, which may be in the evenings. The hours worked can be flexible, as long as 15 hours are worked each month.

You will have up to date knowledge of the legal requirements of payroll and bookkeeping. Send your CV along with brief covering letter which addresses each of the skills required on the person specification, and demonstrating why you think you are the right person for this role.

Key skills/specifications.

1. Bookkeeping and accounting experience, with proven record of good financial management.
2. Experience of working with small organisations in bookkeeping role, preferably a charity.
3. Up to date knowledge of bookkeeping, accounting and HMRC regulations
4. Good understanding of SAGE with preferably another accounting software experience additionally.
5. Excellent attention to detail and accuracy in all work.
6. Proven record of providing strategic reports and recommendations based on financial data to a board, or head of organisation.
7. Excellent communication skills.
8. Experience of successfully meeting deadlines set by others..
9. Able to work without supervision and on own initiative to provide advice or insight on upcoming financial issues or events.
10. Experience in producing annual accounts and working with auditor.
11. Able to work effectively in a volunteer led environment with The Mill's diverse staff, volunteers and users.
12. Able to adhere to The Mill's vision, constitution and policies.

How to apply

Please apply with CV and short covering letter to people@themill-coppermill.org. Closing date Monday 2nd March at 12 noon. Interviews will take place on Saturday 28th March in the Mill. Immediate start preferred. Two references will be requested.

6 months fixed term contract offered on an hourly rate of £20 per hour for 15 hours per month.

No pension provision, or holiday entitlement.

References taken up on successful interview, before job offer is confirmed