

 Social Enterprise UK	Post	Part time Bookkeeper / Finance Assistant 15-21 hours over 2-3 days
	Location	London
	Salary	£27,000 – 30,000 pro rata
	Responsible to	Management Accountant

Purpose of Post:

Our members (Social Enterprises) operate in uncertain times. It's our job to work with them to help them grow sustainably and fulfil their responsibilities. In the Finance team, we work with members of all different sizes across many different sectors. You'll work with members getting to the heart of how they work and the challenges they face. You'll help and contribute to Social Enterprise UK (SEUK) Members to meet their compliance obligations, helping the finance team to ensure they have the right finance systems in place to drive business growth. You'll work as part of SEUK Finance team, to assist in bookkeeping for our SEUK portfolio and provide a high level of bookkeeping support to the Finance Department to deliver outsourced accounting services to client/member's expectations.

Due to our shared services cliental growth at SEUK, we are looking for a new member of the team who has a strong eye for detail and accuracy, who is friendly, enjoys working as part of a team, is proactive and is self-motivated.

Main tasks and responsibilities:

- Assist in inputting data for the month end process on Quickbooks, Sage 50 payroll & Xero Accounting package.
- Data entry of Sales/Purchase Invoices and Petty Cash Expenses
- Reconciling Supplier Statements on a weekly basis
- Day to day processing of accounts payable transactions to ensure finances are well-maintained in an effective and up to date fashion
- Dealing with Accounts Payables & Accounts Receivables, Reconciliation & Reporting
- Review, approval and posting of expense claims.
- Setting up of payments
- Processing customer refunds
- Bank reconciliation
- Liaising with the Assistant management accountant and Finance Director
- General office admin
- Supporting the Finance team in day-to-day operations
- Assist in the preparation of monthly management accounts.
- Day-to-day running of client's accounts including dealing with queries.

- Assist in preparation of quarterly VAT returns (including partial exemption calculations)
- liaison with project teams
- assisting small finance team with preparing information for management team
- Assisting with payroll

Who we're looking for:

- Previous bookkeeping experience minimum 5 years
- Experience of accounting software
- Knowledge of accounts payable, receivable, Balance Sheet, and maintenance of general ledgers
- Preparation of accounts to TB
- Excellent Excel, Word and email skills required.
- High levels of accuracy in preparing and entering financial data
- Ability to maintain confidentiality regarding financial information.

	Essential	Desirable
Educational / Professional Qualifications Experience/ Qualifications	Degree or equivalent knowledge and experience in a relevant discipline. <ul style="list-style-type: none"> • QBE in Bookkeeping / Accounts Assistant experience • Highly organised and responsible • Ability to work under own initiative • A passion for Social Enterprise Sector • Strong administration skills • Very good working knowledge of Excel and spreadsheet work • QB and Xero online software 	Quick books and Online Sage experience Understanding and experience of the Not for Profit Sector AAT qualified /part qualified(desirable)/studying towards accountancy qualification
Knowledge/ Skills / Ability	<ul style="list-style-type: none"> • Ability to work as part of a team and to participate in its development. • Organised and methodical, able to plan, prioritise and manage a diverse workload. • Able to work under pressure and meet deadlines. • Self-starter with initiative • Friendly, flexible and adaptable approach • Accuracy and attention to detail • Ability to work within a small team • Excellent interpersonal and communication skills Organising own workload, setting and successfully meeting priorities and deadlines Excellent writing and financial skills	

	<p>Excellent relationship management abilities</p> <p>Excellent IT skills (esp. Excel/Microsoft packages)</p> <p>Ability to work flexibly, independently and as part of a team</p> <p>An understanding of and commitment to diversity and equality as it applies in the work place</p>	
Competencies	<p>Team working</p> <p>Communication to different audiences</p> <p>Decision making and problem solving</p> <p>Analytical skills</p> <p>Attention to detail</p>	
Additional Requirements	Willingness to work flexibly in response to changing organisational requirements	

TERMS AND CONDITIONS

- **Hours:** 15-21 hrs/week based on candidate preference. Part time fixed term one year contract view of permanent role.
- **Location:** London/Flexible (UK only). We operate a flexible working policy meaning you may work from home up to 4 days/week and be based anywhere in the UK. However, you will be required to attend in person meetings at our office and for events which will predominantly be in central London. You will be required to travel to the office and to events/meetings in central London at your own expense.
- **Flexibility:** We will ask about your working requirements at interview. We operate a core hours policy and have home-working options (Hybrid).
- **Salary:** £27K-£30K (21 hours).
- **Leave entitlement:** 25 days (pro rata if part-time) plus bank holidays. Leave allowance increases each year of service up to a maximum of 30 days (pro rata).
- **Benefits:** private healthcare cover from Benenden Health, cycle to work and travel loan schemes, personal development allowance and 6% employer pension contribution.

- **Out of hours requirements:** Once or twice per year you will be requested to attend evening events, such as SEUK's annual Awards Ceremony. You may also be asked to attend events/meetings outside of core hours.

APPLY

To apply please send your CV and a short cover letter to: apply@socialenterprise.org.uk

If you prefer to produce a short video in place of a CV, please do so. Your CV/video will be reviewed ahead of you being invited to interview but will not form the basis of our shortlisting process.

Please also complete our Equality, Diversity, and Inclusion data form.

Application deadline: 26th November 2023

If you need any adaptations or support to help you apply for this role, please let us know how we can help you to shine!

SHORT-LISTING AND INTERVIEWS

Shortlisted candidates will be invited for a test and an interview.

Interviews and test are scheduled to take place w/c 4 December 2023.

First round interviews may be conducted online.

If you are not contacted for interview within two weeks of the closing date, please assume that you have not been short-listed.

We will not be able to provide individual feedback to candidates who are not short-listed for interview.