



Job Advertisement

Bookkeeper

Job Summary

Tools With A Mission, a Christian charity, seeks a qualified freelance/self-employed Bookkeeper to join our small and friendly team. The ideal candidate will be responsible for overseeing the financial records and transactions of our Charity, ensuring accuracy and compliance with accounting standards and Charity Commission/HMRC parameters.

Responsibilities

- Manage all aspects of the company's financial transactions.
- Maintain accurate records of donation income etc. and accounts payable.
- Reconcile bank statements and ensure financial data integrity.
- Prepare financial reports and summaries for management review, including timely reporting of financial performance against budget.
- Utilise Sage 50 accounting software to process financial information and prepare/submit VAT returns etc.

Requirements

- Proven experience as a Bookkeeper or similar role.
- Proficiency in Sage 50 accounting software and VAT.
- Strong knowledge of accounts payable and general accounting principles.
- Excellent attention to detail and organisational skills.
- Ability to work independently and meet deadlines efficiently.
- Empathy with the ethos and values of a Christian charity preferred.

Job Type

Flexible hybrid home/office (the charity's offices are located in Rugby and Ipswich)

Hours and Pay

Part-time - please contact john.noble@twam.uk

Experience:

Bookkeeping: 4 years (required)

To apply:

Please email our CEO John at john.noble@twam.uk