

Part Time Bookkeeper

Sutton Mental Health Foundation is a small local charity that works with adults in Sutton whose mental health has had an impact on their lives. We are looking for a bookkeeper on a part-time, permanent basis. The candidate will ideally have experience within a charity or SME setting. This is an excellent opportunity for a bookkeeper with 2+ years' experience.

Remuneration

£23k – £25k pro rata, depending on experience

Hours: 35 hours per month (can be worked flexibly, but anticipated to be focussed on last/first weeks of month)

Annual leave: 28 days inclusive of bank holidays (pro rata)

Bookkeeper Position Overview

General double entry bookkeeping

Reconcile bank accounts

Run month end and year end procedures through Sage

Assist with project accounts reporting, and other tasks

Bookkeeper Position Requirements

Experience within a similar role previously

Experience with SAGE 50 cloud

Enthusiastic with great initiative, willing to assist

Experience within the charity sector is preferred but not essential

Closing date is 13th April 2023, interviews w/c 17th April 2023.

Contact: Lisa Lancefield

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