

“Working in partnership to influence and transform health and social care”



# Bookkeeper

£25,000 – £28,000 pro rata | 14 hours per week

# Job Description



**Job Title:** Bookkeeper

**Department:** Finance

**Reports To:** Finance Director

**Location:** Hybrid working (Bradford office, remote working)

**Hours:** Part-time, 14 hours per week (Flexible working hours between 8am–6pm, Monday to Friday)

**Working Conditions:** Hybrid Working Conditions. Minimum one day per week in Bradford office, and one day remote working. Flexible working hours within the core hours of 8am–6pm, Monday to Friday.

**Salary Range:** £25,000–£28,000 per annum, pro rata, dependent on experience

**Contract Type:** Permanent.

**Benefits:** 28 days annual leave per year, plus bank holidays, pro rata. An additional day of leave for your birthday. Employee Assistance Programme, hybrid working, workplace pension, opportunities for professional development and free office parking.

## **Role Summary:**

The Bookkeeper will support the Finance Director in maintaining accurate financial records, preparing budgets, and producing financial reports.

# Job Description

## Key Responsibilities

- Assist in maintaining accurate financial records and accounting systems, ensuring compliance with financial regulations and internal controls.
- Maintain accurate creditor and debtor ledgers, including entering supplier bills, raising revenue invoices, and keeping records up to date to support effective financial control.
- Support the preparation, monitoring, and reporting of organisational budgets.
- Assist in preparing and distributing regular financial reports to internal team members and the board of directors.
- Provide administrative and practical support for the month-end and year-end accounting processes.
- Assist with the management of purchase and sales ledgers.
- Maintain organised filing systems (both electronic and paper-based) for finance documentation.
- Support routine reconciliations of bank statements and accounts.
- Contribute proactively to financial process improvements and efficiency initiatives.



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## **Skills and Qualifications Required**

### **Essential:**

- GCSE or equivalent in Maths and English.
- Previous exposure to a finance-related role or environment (e.g., internships, voluntary work, administrative finance duties).
- Strong numerical aptitude and attention to detail.
- Proficient in the use of Microsoft Office applications, especially Excel.
- Good organisational skills and the ability to prioritise workload effectively.
- Strong communication skills, both verbal and written.

### **Desirable:**

- Familiarity with accounting software and databases.
- Experience working within charity or voluntary sectors.

### **Personal Attributes:**

- Committed to continuous professional development and training.
- Reliable and proactive, demonstrating initiative and enthusiasm.
- Ability to work independently as well as part of a collaborative team.
- Flexible and adaptable to changing priorities and deadlines.
- Demonstrates honesty, openness, and respect everyone.

# More info

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## Notes

All job roles are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities commensurate with the seniority of the post.

This post is subject to a 3-month probationary period.

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## Application

Please see our [Job Application Pack](#) for how to apply and the full information about our Application and Recruitment process.

## Contact

If you would like to know more about this exciting opportunity or if you have any questions - please contact Christopher Elliot, Finance Director, by emailing: [Chris@thevcsalliance.org.uk](mailto:Chris@thevcsalliance.org.uk).

## Deadline:

The closing date for applications is Midnight on the evening of **Sunday 10 May**. Interview times are to be confirmed.