



## Job Description

- Job Title:** Bookkeeper
- Hours:** Part-time, 14 hours per week (except Fridays)
- Contract:** Permanent
- Salary:** £29,400 Full Time Equivalent (FTE) Pro-rata
- Annual Leave:** 34 days (including bank holidays and company day) pro rata
- Other benefits:** Training and development opportunities in financial management, payroll, and Xero accounting software; flexible working arrangements; and employer pension scheme (NEST) contributions
- Location:** On-site at Latin American House (NW6 4TA)
- Reports to:** Director
- Pre-employment:** Basic Disclosure and Barring Service (DBS) check, two satisfactory references and evidence of right to work in the United Kingdom (UK)

We are particularly encouraging applications from people with lived experience of migration, and welcome applications from racialised, disabled, working class and LGBTQ+ backgrounds.

### **About Latin American House (LAH)**

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LAH is a community-led organisation driven by and for Latin Americans in the UK. We focus on supporting those in our community, and other Spanish and Portuguese-speaking migrants in London, who face the greatest challenges, individuals in low-paid or insecure work, older adults, and those navigating barriers to social protection without the skills or knowledge to access essential support systems.



## **About LAH Programmes**

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LAH aims to contribute to the integration, social inclusion and wellbeing of Latin American and other Spanish and Portuguese-speaking migrants in London, as well as other communities in our diverse local neighbourhood. We deliver our mission through four core programmes: Advice, Children & Young People, Communities & Culture, and Adult Learning.

Through our services and activities, individuals and families access practical support, develop new skills, and broaden their opportunities. Our goal is to empower our service users with the knowledge, tools, and confidence to foster personal growth and drive lasting social change.

## **About the role**

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The purpose of the Bookkeeper position at Latin American House is to ensure accurate and timely financial administration, supporting the efficient management and smooth operation of the organisation's financial activities. This includes processing invoices, tracking payments and expenses, managing financial documentation, and ensuring compliance with both internal policies and external regulations.

The Bookkeeper plays a crucial role in maintaining accurate financial records, assisting with financial reporting, audit preparation, and supporting senior management in overseeing budgets, payroll, and compliance.

By providing essential administrative support, the Bookkeeper upholds the integrity, efficiency, and transparency of LAH's financial processes, contributing to the overall success, sustainability, and governance of the organisation.



## **Main duties and responsibilities**

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### **Maintaining accurate and up-to-date financial records by:**

- Accurately and timely recording all financial transactions, including income, expenses, invoices, payments, and receipts, ensuring they are categorised correctly in the financial system
- Monthly reconciling bank accounts, credit card statements, and other financial documents to ensure accuracy and identify discrepancies
- Maintaining and organising all financial documentation, including invoices, receipts, contracts, and financial reports, in accordance with internal financial controls, policies and regulatory requirements
- Ensuring that all financial data is entered into the accounting system in a timely manner and accurately, and keeping records updated as necessary, reflecting any changes or corrections

### **Supporting organisational income and expenditure processes efficiently by:**

- Monitoring and tracking income and expenses across various budgets, ensuring all transactions are in alignment with allocated funds and any restrictions on specific funds
- Processing self-generated income from all LAH activities (e.g., Space rental, hall hire, Saturday School, etc.) by preparing related invoices, ensuring accurate record-keeping, and diligently tracking payment status
- Recording and processing utility bills, ensuring proper allocation of recharges where applicable
- Preparing payments on the CAF Bank platform for approval by authorised signatories

### **Assisting organisational financial compliance by:**

- Preparing financial records for audits and financial reporting as required, ensuring compliance with tax laws, charity regulations, and other applicable legal standards
- Maintaining and updating the LAH's inventory by accurately recording purchases, disposals, and changes in assets, such as IT equipment and furniture



- Assisting with payroll enrollment administration for new starters, ensuring accurate processing and compliance with relevant payroll procedures
- Collaborating with senior management to ensure adherence to LAH's Financial Policy and internal financial procedures
- Supporting the development and implementation of enhanced financial systems and internal controls to improve efficiency and compliance

**Other accountabilities**

- Attending team meetings and one-to-ones as required
- Participating in relevant training or professional development to maintain and improve financial administration skills
- Carrying out any other bookkeeping-related duties appropriate to the post, as agreed with your line manager

**Person Specification**

Competency	Specification	Criteria
<b>Education and Experience</b>	At least two years' bookkeeping experience (preferably in the voluntary sector)	<b>Essential</b>
	A relevant accounting qualification: IAB, AAT, or equivalent	
	Excellent command of English both orally and in writing	
	Competence in and confidence with maths	
	Experience in using an online based Accounting Software (i.e. Xero, QuickBooks, Sage50, etc)	
	Advanced level in Microsoft Excel to produce accurate and timely financial reports using formulas and other relevant tools	<b>Desirable</b>
<b>Knowledge and Understanding</b>	Understanding of the needs and challenges faced by Latin American and other migrant communities in the UK	<b>Essential</b>
	Commitment to equality, diversity, and anti-discriminatory	



	practice in all aspects of work	
	Solid understanding of GDPR provisions, with the ability to apply them effectively in records management, demonstrating discretion and integrity when handling confidential information	
	Working knowledge of payroll processes and regulations including HMRC rules and other requirements such as tax codes, statutory maternity pay and pension auto-enrolment	<b>Desirable</b>
<b>Skills and Abilities</b>	Strong interpersonal and communication skills with ability to build rapport with diverse stakeholders	<b>Essential</b>
	Ability to maintain professional, respectful communication in a busy or pressured environment	
	Excellent attention to detail	
	Organised and structured approach to work, with ability to manage time and prioritise tasks	
	Ability to work independently and collaboratively as part of a team	
	Willingness to engage in continuous professional development	
	Ability to apply learning from training to practice under supervision	

*This job description outlines the current main responsibilities of the post, however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.*

*Last updated June 2026*