



**Could you be our
Bookkeeper?**



Together
With and without learning disability



WELCOME

Do you want to work in a committed, flexible and caring team, at the heart of an inspiring national charity?

Are you motivated by our vision of people with and without learning disabilities sharing life, friendship, homes and spirituality?

Could your professional and people skills help people live fuller lives, and build a more human society?

L'Arche has 11 Community clusters around the UK. We stand for inclusion and full lives for people with learning disabilities. We combine brilliant care with rich community. We aim to show what life with learning disability can be, what life-giving social care can be, and what community, meaning and togetherness can be in our society.

You will find L'Arche a rewarding place - to work, to make society kinder, and to find fun and friendship in the process. If you are anything like me, you may also find yourself changed too, by the L'Arche way of seeing and being in the world.

If you like the sound of that, please get in touch and explore this with us.



Laura Harper
National Leader/CEO, L'Arche in the UK

Who We Are

Do you believe in a world where we all belong?

INTRODUCTION

L'Arche is a worldwide federation of people with and without learning disabilities, working together for a world where all belong. We believe in the transforming impact of genuinely mutual relationships between people with and without disabilities.

In the UK, L'Arche is a registered charity with 11 Communities across England, Scotland and Wales. We celebrate people with learning disabilities, and build communities with them rather than for them. We go beyond supporting people's basic needs. We attend to their emotional and inner lives, by building spaces of vibrant friendship, opportunity, spirituality and community life.



OUR DIVERSITY PLEDGE

We will welcome and support applications from people of all backgrounds. We encourage candidates who are disabled, who identify as LGBTQ+, or who are from a minority ethnic background, since these perspectives are currently under-represented.

Our application process is designed to reduce the impact of unconscious biases, and to support people from backgrounds that haven't always been well-represented to contribute to L'Arche.

If there are a few areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn, and to make adjustments to make this job the right fit for the right person.

L'Arche is committed to inclusive working practices, so during the application process we commit to:

- Pay for childcare while you are at any in-person interviews.
- Pay your travel costs to and from interviews.
- Make any reasonable adjustments for the interview process.
- Offer a guaranteed first-stage interview for disabled candidates who meet the minimum requirements for the role.

If you would like to talk anything through before applying, please contact:

Alexina Mwense
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07552 175 909

WANT TO GET TO KNOW US BETTER?

[Our unique approach](http://www.larche.org.uk/Listing/Category/our-unique-approach)

www.larche.org.uk/Listing/Category/our-unique-approach



[Why work for L'Arche?](http://www.larche.org.uk/why-work-for-larche)

www.larche.org.uk/why-work-for-larche



Role Description

Job title:	Bookkeeper
Hours:	37.5 hours per week
Salary:	£33,829 (including London Weighting)
Location:	Hybrid, with 3 days a week in our office in London
Reports to:	Finance Lead
Contract type:	Full-time, permanent

ABOUT THIS ROLE

Following a period of financial transformation, we are seeking a highly experienced Bookkeeper to join our team. The successful candidate will be responsible for providing accurate and timely financial information to both the Finance Team and the wider Community.

Key responsibilities include maintaining accurate records of Income and expenditure using Microsoft Dynamics 365 Business Central and liaising closely with suppliers, colleagues and the community across L'Arche. The role will also involve supporting the finance team with the completion of daily, weekly and monthly finance-related tasks.



Key Responsibilities

As a Bookkeeper, you will:

- Raise accurate weekly sales invoices and liaise with the relevant Finance Leads.
- Ensure that up-to-date uplift rates from Local Authorities are maintained and kept up to date.
- Ensure that all uplifts are reflected in the Finance system throughout the year.
- Prepare weekly bank reconciliations for review by the Finance Lead, investigating and resolving reconciling items promptly prior to month-end close.
- Prepare and maintain petty cash reconciliations, ensuring accuracy and compliance with internal controls.
- Process, post, and reconcile credit card transactions on a monthly basis, resolving discrepancies in a timely manner.
- Process cheques and paying-in slips, ensuring all receipts are accurately recorded in the accounting system.
- Process weekly purchase ledger invoices and payment runs in a timely manner.
- Allocate all incoming payments to invoices raised to maintain accurate accounts receivable records.
- Process donations, grants, legacies, and other income, working closely with the fundraising team, finance lead and community to ensure correct coding and allocation within the general ledger.
- Maintain accurate and up-to-date financial records in line with organisational policies and accounting standards.
- Support with month-end and year-end process reports as required.
- Ensure compliance with internal controls, financial policies, and audit requirements.
- Provide cover and support to other members of the Finance Team during periods of absence or high workload.
- Respond to internal queries relating to bookkeeping transactions and account balances.
- Undertake other finance-related duties as required to support the effective operation of the Finance function.



Person Specification

ESSENTIAL CRITERIA

- Proven experience in a bookkeeping role.
- Excellent negotiating skills, with strong spoken and written communication.
- High level of attention to detail.
- Proactive with a can-do attitude.
- Determined and highly meticulous individual who takes initiative and has excellent analytical skills and an investigative mind.
- Able to multi-task and prioritise to meet deadlines.
- An advanced knowledge of Excel is essential to help assist with the development of new systems and procedures.
- High level of competence in MS Office.
- Knowledge of Business Central finance software (MS Dynamics).

DESIRABLE CRITERIA

- Experience of working within the social care sector, including knowledge of local authority portals.



Our Vision and Values

L'Arche has a **Charter** and an **Identity and Mission Statement**, saying what we are across 37 countries worldwide. In the UK, we wanted to say something more specific too about what we want for L'Arche here and now .

The final wording below was co-produced by a group of L'Arche leaders based on listening to feedback and suggestions they received from people with and without disabilities across L'Arche.

OUR VISION

- L'Arche is here to show that everyone belongs.
- We create Communities where people with and without learning disabilities live, share and grow together.
- We build relationships with people in our neighbourhoods.
- We work towards a world where people with learning disabilities are included and valued.

OUR VALUES

With and without learning disabilities, we try to:

- be welcoming and kind
- be committed to each other
- bring out the best in each other
- celebrate being different and diverse
- encourage one another's spirituality.

To find out more about the co-production process, view our **"Easy Watch"** version, and read our **Charter and Identity and Mission statements**, use the links below.

Charter

bit.ly/larche_charter_EN



Mission and Identity

bit.ly/mission_and_identity



Easy Watch

bit.ly/vision_and_values



Our Benefits

As well as joining a friendly Community, where you will be well supervised and supported, and benefit from L'Arche's mentorship programme, these are some other benefits you get by working for us:

- Joining shared meals since cooking and having a meal together is what we are all about
- Achieve professional qualifications while benefiting from exceptional training and development opportunities.
- Interest free loans and salary advances available
- Free eye tests and a contribution towards the cost of glasses if you need them for work
- Free DBS / PVG checks
- Free SSSC registration
- Access to Blue Light Card
- Professional membership fees paid if they are directly relevant to your role
- Free Employee Assistance Programme available to everyone
- Up to 5 days paid compassionate leave
- Up to 6 days paid (pro rata) for time off for emergency dependents leave
- Carer and Childminder costs available in some circumstances to facilitate attendance at residential meetings
- Paid mileage costs at HMRC rate
- Working from Home Allowance for those in office-based roles but for whom no office is provided
- Specialist bereavement counselling for employees and their family members
- Life Assurance
- Access to the Bike to Work scheme

