

Bookkeeper



Application Deadline: Thursday 12 September at 10am (GMT)

Interviews: Wednesday 18 September

To apply: Complete and submit the application form and equal opportunities form

Pembroke House actively seeks and encourages applications from candidates from diverse backgrounds. We actively encourage applications from eligible candidates from global majority backgrounds. We strongly encourage applications from people who live locally, and put a high value on what lived experience of the local area could bring to this role, and the organisation as a whole.

We will offer guaranteed interviews to any candidate who meets the essential person specification who also has either a strong connection to Walworth, is from ethnic minority backgrounds or has not accessed higher education.

Brief Description

We are looking for an experienced bookkeeper to assist the Director of Finance in the management of the charity's assets by maintaining accurate and up to date financial data (to trial balance).

Responsible to	Director of Finance
Responsible for	n/a
Location	The post-holder will work from one of the charity's office spaces in Walworth, SE17
Hours of Work	2 days per week (0.4 FTE). There is a preference for one day each week to be worked on a Tuesday, the current day when invoices are paid.
Salary	Grade 2 with a salary of £27,040 pro rata
Contract length	1 year with the possibility of renewal

Pembroke House

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info@pembrokehouse.org.uk | @Pembroke1885

Role overview

The Bookkeeper is a new role at Pembroke House. You will work closely with the Director of Finance to form a team of two managing the financial activities of the charity (turnover approx £1 million). You will need good communication skills to cater to the differing needs of each team, have excellent attention to detail to ensure that high-quality financial information is produced and be firm with others in applying the charity's financial regulations.

Pembroke House

Pembroke House is a centre for social action and residential community in Walworth, south-east London.

We were founded in 1885, by students from Pembroke College, Cambridge, as one of the first settlement houses. Shocked by growing poverty and inequality, the pioneers of the settlement movement sought a new approach: taking up residence to live, work and solve problems alongside local communities.

For over 130 years, we've been working to bridge traditional divides and unite people – whatever their background or walk of life – in building a better Walworth. Our income comes from grants, contracts, donations, investments and trading (room hire and cafe).



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Registered Charity Number: 1177866 Registered Company Number England and Wales: 10586362

Bookkeeper

Job description



This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Main Duties and Responsibilities

1	PURCHASE LEDGER <ul style="list-style-type: none">• Maintain the Purchase Ledger on online accounting software (Sage 50).
2	SALES LEDGER <ul style="list-style-type: none">• Maintain the Sales Ledger on online accounting software.• Prepare and issue sales invoices.• Handle customer account enquiries.• Calculate recharges within the charity, for example photocopier usage and record these on accounting software.
3	BANK AND CASH <ul style="list-style-type: none">• Monthly reconciliation of all bank accounts, resolving any discrepancies.• Process, manage and bank income via cheques and cash.• Monthly reconciliation of all petty cash tins and, with the Cafe Manager, cafe till sales.• Reconcile monthly company cards statements, flagging to and resolving with the card holder when there are discrepancies.
4	FUNDERS AND DONORS <ul style="list-style-type: none">• Using information provided by others, make Gift Aid claims annually on behalf of the charity.• Generate financial reports and invoices from online accounting software for funding claims to trusts and foundations.
5	OTHER FINANCE TASKS <ul style="list-style-type: none">• Assist budget holders to understand and resolve queries relating to income and expenditure transactions.• Monitor and act on emails received to the charity's finance email address.• Induct new staff and volunteers in organisational financial systems and processes e.g. petty cash, expenses claims.
6	OCCASIONAL DUTIES <ul style="list-style-type: none">• Attend occasional special events organised by Pembroke House which may be during the evenings or at weekends.• Complete other tasks commensurate with the level of the role

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7	<p>OTHER</p> <ul style="list-style-type: none"> ● Take part in weekly and monthly meetings of all staff or smaller project-based teams helping foster effective team-working and a coherent approach across all our activities. ● Contribute to developing the learning framework for our organisation as a whole by taking part actively in discussions and learning days. ● Take part in the life of Pembroke House by mucking in when a team effort is required to get something done. ● A commitment to the Equal Opportunities Policy of Pembroke House ● Act as a First Aider and Fire Marshal if requested.
<p>The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke House reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.</p>	
Job Description prepared by	Grisel Tarifa
Date	31 July 2024

Bookkeeper



Person Specification

Who we're looking for

The person we appoint to this role will feel confident and enjoy working with numbers as much as with people. In the office you will come into contact with a range of people including residents of all ages and backgrounds.

You will be well organised and able to manage competing demands on your time. You will have an eye for detail, the drive to see tasks through to completion and be confident working unsupervised for much of the time.

The role will suit someone who already has some experience in charity finance, probably at a junior level, and who would like to take on more responsibility. As a member of a small and enterprising charity you will be ready to muck-in to support others as required.

Person specification:

	Tested at
Experience - Essential	
1-2 years experience of working in a finance team	Application/Interview
Minimum AAT Level 3 bookkeeping qualification or equivalent and a passing grade in GCSE Maths or equivalent. If AAT Level 3 or equivalent qualification is not available, at least 2 years experience working in a finance role in a charity finance team	Application
Proficient with Microsoft Excel software package	Test at interview
Experience - Desired	
Experience of working in a charity finance team	Application
User of accounting software such as Sage 50	Application
Personal Attributes - Essential	
Trustworthy and discrete	Interview

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Excellent communication skills, especially to explain financial concepts to non-financial managers	Interview
Able to be firm and ensure that the finance procedures of the charity are adhered to	Interview
Able to work quickly, with meticulous attention to detail and to deadlines	Test at interview
Ability to manage competing demands and priorities on time and organise your own workload	Application/Interview
Personal Attributes - Desirable	
Ability to work one day each week on a Tuesday	Interview

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Benefits

Salary: £27,040 (pro rata)

Cost of living will be reviewed annually and is currently pegged to or above the Higher Education single pay spine – a collective agreement negotiated between five trade unions.

Working culture

Many of the team are part-time employees and we come from diverse backgrounds and experiences – ranging from local and central government and youth & community work, to academia, music, performance and politics. Each staff member has a personal development budget to ensure they feel confident in their roles and have space to grow.



Food plays a central and growing role at Pembroke House: when possible we run community lunch clubs, monthly team dinners, healthy breakfasts, and lunches. We also do team trips to shows and exhibitions and offer a staff discount on food and drink at the Walworth Living Room.

We invest in a lively office culture, and support our staff to work flexibly when this can be accommodated. No-one at Pembroke House is confined to a desk or computer – everyone chips in with projects, events and activities.

We subscribe to a generous cycle to work scheme as well as an electric car leasing scheme.

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Leave

We want to support our staff as best we can, and recognise that time away may be needed for different reasons.

Annual Holiday Leave: 28 days paid annual leave per annum (pro rata), plus the standard Bank and Public Holidays and three discretionary days between Christmas and New Year.

The leave year begins on 1 April. During the first year of employment, you will be entitled to annual leave on a pro rata basis

Sick leave: Once staff have passed probation they are entitled to our enhanced sick leave policy

Dependency Leave: We know that balancing work with caring responsibilities is hard, which is why we have a policy that allows for some time off to support this.

Compassionate Leave: When serious and life changing events happen, our compassionate leave policy allows for time off to process and recover.

Pension

A 5% employer's contribution to the pension scheme is offered, subject to qualifying criteria.