



**JOIN OUR TEAM!**

**REGENERATE**

[regenerate-london.org](https://regenerate-london.org)  
[recruitment@regenerate-london.org](mailto:recruitment@regenerate-london.org) for enquiries



# PART-TIME BOOKKEEPER - FREELANCE

Regenerate is looking to recruit a highly organised, efficient and focused Bookkeeper/Accountant on a freelance basis to be responsible for all the bookkeeping and accounting responsibilities of the organisation and its social enterprise (including setting up weekly payments, maintaining the financial records on QuickBooks, preparing the monthly payroll schedule and submitting it to the external payroll provider, preparing monthly summary reports and detailed quarterly management accounts and liaising with the auditors who prepare the year end accounts).

The position requires someone with an attention to detail and ability to prioritise and multitask effectively, think creatively and efficiently to deliver financial reports, and accounting processes to meet deadlines.

Regenerate is a youth charity established to work with young people who live on housing estates in Roehampton and Putney and surrounding areas.

Regenerate inspires and supports young people by building strong, lasting relationships and creating life changing opportunities; helping them grow in confidence, make the best of their lives and impact the world for good.

Regenerate does this through 3 key services: Youth and Community, Mentoring and Coaching, and Employment through our social enterprise Feel Good.





# OVERVIEW



**Contract type:**

Freelance/Self-employed

**Reporting to:**

CEO

**Location:**

Ashburton youth club, Westleigh Avenue, SW15 6XD  
/Remote

**Rate of pay:**

£23 per hour

**Hours:**

Weekly approximately 12 -15 hours per week

**Flexible working**

**Free parking facilities when working in the office**

**A friendly and cohesive team environment**

# ABOUT OUR ORGANISATION

Regenerate creates opportunities for young people to thrive.

We inspire and support young people by building strong relationships and creating life changing opportunities, helping them grow in confidence, make the best of their lives, and impact the world for good.

Regenerate works with young people in Roehampton, Putney and surrounding areas. aged 10-24 who experience challenges such as:

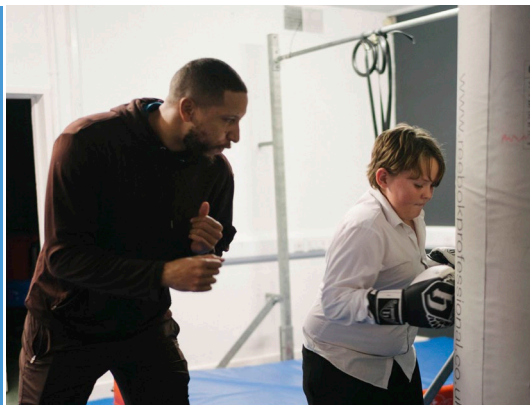
- Trauma experienced by the impact of poverty.
- Exposure to or involvement in violence or crime.
- Marginalisation, discrimination, and criminalisation due to being from underrepresented groups.
- Mental health issues.
- Being NEET (Not in Education, Employment or Training) or at risk of becoming NEET

Regenerate has been working within the community since yr.2000, and is continuing to provide a solution to the challenges mentioned through our three service areas.

We help young people uncover their potential and nurture their future aspirations by facilitating person-centred services, which are young person led and support them to take ownership over programme content:

## Youth and Community

Provides positive and productive workshops and adventures for young people and support for families within the community.



## Employment:

Our social enterprise 'The Feel Good Bakery', offers young people (16-24) the opportunity to earn professional skills and experience in the workplace.

## Mentoring and Coaching

Delivers 1-to-1 and group specialist mentoring for the most vulnerable and at-risk students, as well those who want extra support to progress.



# JOB DESCRIPTION



- Manage all aspects of day-to-day bookkeeping and accounting processes.
- Set up payments and prepare invoices.
- Liaise with management team
- Deliver management accounts each quarter and regular financial updates.
- Liaise with the external Auditors to deliver the company Audit.
- Manage bank accounts.
- Assist with Payroll management and HMRC
- Adhere to all company procedures and regulations.
- Maintain an organised and streamlined accounting system.
- Contribute to team efforts by accomplishing tasks as needed.
- Provide financial reports for funding requirements when necessary
- Ensure compliance with all internal processes.
- Assist in other accounting projects as necessary.





## **A successful 'Bookkeeper' should have:**

- Proven experience in an accountancy practice or a similar role
- Strong knowledge of bookkeeping and accounting principles and processes
- Proficiency in using accounting software such as Quickbooks, and Microsoft Office Suite
- Proficiency in Gift Aid and other administrative processes
- Excellent written and oral communication skills
- Excellent research skills and proven ability to deliver financial reports and accounts
- Forward thinking
- Able to work independently and also as a part of a team
- Highly organised, accurate, and excellent attention to detail
- Flexible approach to work
- Supportive of and in alignment with the aims, purposes and organisational values of Regenerate

If you have such experience and you would be interested in this role we would like to hear from you. It is a very rewarding role that provides a special opportunity to make a valuable contribution to the life chances of young people in Wandsworth.

# YOUR APPLICATION

SCAN ME TO APPLY



We want to know the important things about you and why you think you would be the best person for the role.

To apply, please complete an [online application form](#).

Feel free to contact [recruitment@regenerate-london.org](mailto:recruitment@regenerate-london.org) for any enquiries!





Regenerate aims to be representative of the community we are working with.

We recognise that having the strongest workforce possible means hiring and developing the best people across all races, ethnicities, religions, age groups, sexual orientations, gender identities and abilities.

We're not just committed to being an equal opportunity employer, we actively celebrate diversity in all its forms.

Let us know if we can do anything to make the application or interview process more accessible. If you are invited to interview, we will at that point ask you for any accessibility requirements or preferences.

All applications will be taken seriously and contacted regarding the outcome of their application.

Regenerate is committed to adopting a safe recruitment process and follows the NSPCC procedures that have safeguarding at their heart. The appointment will undergo an enhanced DBS check, shortlisting, interviews and reference checking. Please let us know about the sensitivity of taking up references prior to an interview.



**WE LOOK FORWARD  
TO RECEIVING YOUR APPLICATION!**