



Could you be our Bookkeeper / Credit Controller?



L'ARCHE
In the UK

Together

With and without learning disability



L'ARCHE
In the UK

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.



A handwritten signature in black ink that reads "John Casson".

John Casson CMG
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 inperson 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.

WANT TO GET TO KNOW US BETTER?

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

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



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

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



About the Role

Job title:	Bookkeeper / Credit Controller (Finance Assistant)
Hours:	37.5 hours per week
Salary:	£33,642 (including London Weighting)
Location:	Flexible with 3 days a week in our London office
Reports to:	Finance Lead
Contract type:	Full time, Permanent

ABOUT THIS ROLE

After a period of financial transformation, we are now looking for a highly experienced Bookkeeper/Credit Controller. The successful candidate is responsible to provide accurate and timely financial information to both the Community and the National Team. In particular, maintain accurate records of income and expenditure using Microsoft Business Central (Accounting software) and liaise closely with the wider team across L'Arche.

Additionally, the Bookkeeper/ Credit Controller will work across various sales ledgers throughout the charity ensuring all monies owed are paid within the agreed payment terms. They will also provide support to the finance team in completion of daily and monthly finance-related tasks.



Role Description

RESPONSIBILITIES

- Process supplier invoices and expenses claims and prepare weekly payment run in line with the payment run guidance, for review by the Finance/ Finance Manager or Head of Finance.
- Process donations, grants, legacies, and other receipts, liaising with fundraising team and budget holders to ensure correct allocation within the general ledger.
- Prepare monthly bank reconciliations for review by the Finance Lead, investigating and resolving outstanding items before the close of the monthly period.
- Prepare the weekly Petty Cash reconciliation.
- Processing and reconciling Credit Card transactions monthly.
- Processing and reconciling Equal Spend transactions monthly.
- Ensure that all income is up to date across all the databases.
- Reviewing of debtors on a weekly basis, following up with customers for payments for overdue invoices and ensuring an up-to-date record of progress is maintained.
- Produce reconciled monthly Aged Debtors reports for each Community and the Nation team.
- Monitoring and responding to communications received to the credit control mailboxes
- Processing customer payments received in conjunction with the finance team
- Dealing with internal and external credit control queries, which may include sending copies of invoices and producing credit notes.
- Sending out customer statements a week before invoices are due for payments
- Carry out all credit control duties and flag overdue payments to the Finance Lead and institute debt collections services if necessary.
- Develop and implement credit control procedures in line with the new system and structure.
- Assist in the development of new procedures in Bookkeeping in line with the new system and structure.
- Monitor the finance mailboxes daily.
- Ensure all filing is up to date.
- Provide cover to others in the team.
- Undertake other relevant duties as needed.

ESSENTIAL CRITERIA

- We are looking for hands on team players that can hit the ground running. Ideally, you will have experience in Bookkeeping and Credit Control, knowledge of Business Central desirable but not essential, and a proactive can-do attitude.
- Attention to detail with an ability to organise and prioritise workload and adapt accordingly.
- An advanced knowledge of Excel is essential to help assist with the development of the new system and procedures.
- High level of competence in IT systems

DESIRABLE CRITERIA

- Knowledge of Business Central finance software (MS Dynamics)
- Experience of working within specifically the social care sector.



We Value

TREATING PEOPLE WITH DIGNITY AND RESPECT:

We value every person and celebrate who they are. We do not just tolerate diversity, but actively embrace it in our communities. A key way we demonstrate dignity and respect is by being fully present to each other when we are together and listening deeply to one another.

FRIENDLINESS AND WELCOME:

We are deeply committed to building friendships together, which calls us to live life with a joyful and grateful spirit.

A key way we demonstrate friendliness and welcome is by offering meaningful invitation and welcome to newcomers and also to each other on a daily basis.

EMPATHY:

We are committed to understanding and sharing the feelings of one another. We prioritise the qualities of compassion, caring, and kindness to nurture empathy. A key way we demonstrate empathy is through the quality of the shared life we build together.

INTEGRITY:

We strive to have integrity in everything we do and in every relationship we build, seeking to be authentic and honest, trustworthy and open because to build meaningful relationships we need to reveal who we are. A key way we demonstrate integrity is through our willingness to be both vulnerable and courageous.

COMMITMENT TO COMMUNITY BUILDING:

We choose to share life together rather than merely work together. Sharing life means we create mutual relationships with one another and also share responsibility for the life and wellbeing of the community as a whole, practicing forgiveness and celebration and creating a place of belonging that is open to all who share our mission and values.

A key way we demonstrate our commitment to community building is through our nurturing of our shared spirituality expressed through the community traditions and practices that shape our daily life together.

OPENNESS TO REFLECTION, LEARNING AND GROWTH:

We are personally committed to growth and development in the dimensions of L'Arche identity and mission and also support the growth of the whole community by nurturing the gifts of each person, creating a learning culture together and being attentive to our personal and communal spiritual life. A key way we demonstrate our commitment to learning is the frequency and quality of our personal and group reflective practices and processes.

COMMITMENT TO THE VISION AND MISSION OF L'ARCHE:

We actively engage in all dimensions of L'Arche mission and practice both personally and communally. A key way we demonstrate our commitment is our visibility as people with and without learning disabilities together engaged in our local neighbourhoods and the wider world in order to shape a more human society.

