



Providing Family Support To Help Vulnerable Children Thrive

Role: UK bookkeeper and admin support

About us

Tushinde Children's Trust, founded in 2010, believes the best place for children to grow up is in their family units. We work in the informal settlements of Mathare and Kiambiu of Nairobi, Kenya. Our targeted programmes and dedicated social workers provide tailored family care and access to education for the poorest families. We help families strengthen and stay together. We provide families with a path from crisis to independence. We support families to help children thrive.

Tushinde is a child-focused employer and committed to child protection and the protection of vulnerable adults. All shortlisted candidates will be screened prior to employment and have background checks that may go beyond contacting referees. Every candidate, regardless of post applied for, will be expected to adhere to the principles of child protection and ensure that those around them do the same.

What we need

Tushinde is a UK registered charity. Its programme is delivered through a Kenyan registered NGO of the same name, and with its own independent board of trustees. We are looking for a bookkeeper to join our small UK based team managing the UK charity. The responsibilities of the role include, but are not limited to:

- Preparation of monthly accounts using Quickbooks Intuit (QB) software
- Preparation of payroll journals in QB in respect of the UK salaries
- Preparation of any other payroll information required, such as P60s.
- Access to the bank account to set up payments
- Manage relationship with, and payments to, HMRC
- Ensure the monthly pension payments are set up and authorised through the NEST pension website.
- Review of quarterly payment of funds to Kenya prior to Treasurer review and approval.
- Liaise with the external accountants who prepare the unaudited year end accounts.
- Assisting UK management and board with other administrative tasks, as required.

This part-time role is 100% working from home, with flexible working hours. The role demands circa 10 hours per week and pay is competitive and dependent on experience.

About you

We are looking for a flexible, committed and reliable individual who has an interest in child welfare in the developing world. In addition, our ideal candidate would have some or all of the following skills:

- Accounting background, with knowledge of the quickbooks accounting system
- Experience of the charity sector, including reporting requirements
- Excellent communication skills - written and verbal
- And finally, if you have experience of or a connection to Kenya or East Africa even better!

If this role is for you, please send a CV and a covering email to info@tushinde.org.uk by 10 May 2024, using the subject line: UK Bookkeeper application. In your covering email you must demonstrate that you have the aptitude and interest to work for Tushinde and what attributes you can offer the organisation.

Unfortunately, we only have the resources to contact those candidates who are shortlisted. Please apply as soon as you can: we reserve the right to close our recruitment process early if a suitable candidate applies.