



Bookkeeper (part time)

BeyondAutism, home of Rainbow School

Location: Wandsworth, London

Salary: £25,000 pro rata plus benefits – negotiable depending on qualifications and experience

Hours: 2 days (15 hours) per week currently

BeyondAutism is a registered charity dedicated to transforming the lives of vulnerable children living with severe autism. Using specialist teaching methods we make breakthroughs in communication that dramatically improve a child's ability to cope and make sense of a confusing world. We help those with autism live fuller lives and we enable families to cope with the disorder so that they can see beyond to a brighter future. In addition to running Rainbow School, BeyondAutism also offers outreach, training and consultancy services.

Job Purpose

We are currently looking to recruit a part time Bookkeeper to support the Financial Controller. Part time work hours are currently 2 days (15 hours) a week but these are likely to increase as the organisation grows. Salary £25,000 pro rata but is negotiable depending on qualifications and experience. Preference will be given to someone immediately available. Two references will be sought on all short listed candidates prior to interview. BeyondAutism is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced disclosure (DBS) will be conducted for the successful applicant.

Skills needed for the role:

- Ability to work well both in a team and on an individual, own initiative basis
- A good command of written and spoken English (essential)
- Experience with Quickbooks accounting software (essential)
- Experience with Sage 200 (desirable, not essential)
- Good Microsoft Office skills (especially Excel)
- Analytical mind with strong attention to detail
- Organised and methodical approach to record keeping
- Previous experience of book-keeping for growing businesses (essential)
- Must be eligible to work and live in the UK

Job Specification

- Books of prime entry
 - Maintenance of sales and purchase ledgers and the cash book including but not limited to:
 - Authorisation and verification procedures
 - Preparing payments schedules
 - Raising of sales invoices and credit control
 - Reconciliation of customer, supplier and bank accounts

- Payroll (outsourced)
 - Net pay check
 - Dealing with payroll queries
 - Helping with auto enrolment/charity's scheme and teacher's pension
 - Reconciling pension payments
 - Payroll journals

- Management information
 - Assistance with month end journals
 - Tracking of budgets
 - Preparation of ad hoc reports as requested

If you would like to apply for this position, please submit a covering letter outlining your skills, experience and qualifications, along with your current CV to admin@beyondautism.org.uk.

www.BeyondAutism.org.uk