



## Finance Officer

Terms: Part Time

**Salary:** £8,320 (£26,000 pro rata)

**Hours:** 12 hours contracted per week (with ad hoc paid overtime)

**Establishment:** Lordship Hub

**Location:** Lordship Recreation Ground, Higham Road, Tottenham, N17 6NU. North London

**Closing date for applications:** 12th August 2022

## Who we are and what we do

We are not a standard workplace; we are The Lordship Hub. Please don't apply if you're looking for a 'normal' office job, where you clock in at 9 and leave on the stroke of 5, day in day out, you won't find that here!

What you will find is a great bunch of dedicated staff and volunteers, from all walks of life, with a massive variety of skills and needs. A group who will welcome your enthusiasm for the role, the ethos of the organisation and embrace your energy and knowledge, to continue ensuring Lordship Hub is at the heart of our community.

Our flat management structure provides the opportunity for a free flow of ideas where everyone can have their say. You'll get the opportunity to take forward your own ideas and use your leadership skills to make a real difference.

Set in the middle of Tottenham's largest park, with a lake outside and acres of trees and greenery, it really is a unique place to work. As a community co-operative we are guided in what we do by our members, volunteers, staff and customers.

## Job Description

The role to perform bookkeeping duties for all aspects of our community organisation. We are seeking a candidate with previous experience in a bookkeeping role. Understanding of grant accounting would be of significant benefit. Other responsibilities:

- Responsible for the correct recording of all financial transactions in QuickBooks Online
- Ownership of the month end process and compilation of management accounts pack
- Process all supplier invoices and conduct a weekly payment run
- Oversee all Debtor accounts and ensuring collections are up to date
- Bank Reconciliation of 1 bank account
- Balance Sheet reconciliations
- Fixed assets and Depreciation journals
- Monthly, Quarterly & Annual Reporting
- Quarterly VAT returns
- Payroll administration & submission to agent
- Input to Grants applications

### **Tasks common to all employees**

- Front desk duties: check answer machine, answer the phone, deal with customer enquiries and sort any problems
- Attend weekly staff meetings and occasionally attend monthly board meetings as staff representative
- Communicate all important information and changes to staff, volunteers and/or board
- Support where possible general Hub activities and events
- Support all colleagues (paid and unpaid) in their role

### **What we are looking for**

- Experience in working in a similar role.
- Solid knowledge of financial and accounting procedures.
- Experience in using Quickbooks, or similar system.
- A good understanding of Microsoft Excel
- A commitment to teamwork and collaborative decision-making.
- A commitment to the local community

**Please make sure to look at our website so that you can get a better idea about our business: [www.lordshiphub.org.uk](http://www.lordshiphub.org.uk)**

#### **To apply**

Please send your C.V. and a covering letter to: [personnel@lordshiphub.org.uk](mailto:personnel@lordshiphub.org.uk)