

JOB DESCRIPTION

Bookkeeper and Administrative Support – Cutteslowe Community Centre (5 hours a week, £14.14 per hour)

We are looking for a highly numerate, detail-oriented individual to join our dedicated team at Cutteslowe Community Centre. As a vital member of our staff, you will be responsible for bookkeeping and a range of associated administrative tasks that support the smooth running of our charity. This position would be ideal for someone looking to contribute to meaningful community work in a supportive, lively environment.

Cutteslowe Community Centre is a vibrant hub of activity, warmly welcoming individuals from all walks of life. Nestled in the heart of the neighbourhood, it serves as a focal point for community activities, social gatherings, educational programs, support services and events. The Centre buzzes with energy as children engage in creative arts and crafts, adults participate in skill-building workshops, and seniors enjoy lively discussions over cups of tea. Volunteers and staff members work tirelessly to create an inclusive environment where everyone feels valued and connected. The Centre plays a crucial role in supporting local residents, particularly those facing significant inequality. We aim to create opportunities and deliver experiences, so whether you're looking to learn something new, meet new friends, or simply find a sense of belonging, Cutteslowe Community Centre is the place to be.

Further details:

The role will be on average 5 hours a week but will need to be flexible as some weeks there will be more to do and other weeks less. Delivery of the hours will be agreed with the successful applicant but must overlap with the school day to align with other team members. The role will also involve close collaboration with the Centre Manager and the Treasurer.

The key parts of the role will be:

1. Maintaining and creating spreadsheets for all relevant financial records
2. Paying invoices and monitoring payments due
3. Keeping a record of all donations and grants received
4. Preparing monthly management accounts
5. Preparing data for the annual audit and accounts
6. Other related administrative duties"

Essential skills	Desirable skills
• Confident using Microsoft Excel • Good levels of numeracy • Good communication skills	• Familiarity with Google Drive • Good organisational skills

Applications and queries to be submitted to Chair of Trustees Ann Childs at:
ann.childs1@hotmail.co.uk

Application Deadline: Friday 22nd August

Interviews to be held on: Friday 5th September (please indicate in covering letter if you are unavailable on this date).