

Part-Time Bookkeeper

Lauderdale House is a vibrant arts and education centre which brings to life a fascinating Grade II* listed 1582 heritage house in Waterlow Park, Highgate. Following a major refurbishment in 2016 we are getting busier and busier, hosting a packed programme of wide ranging creative events (classical concerts, jazz, children's theatre and seasonal activities, cabaret, exhibitions, creative classes for all ages) and private functions (weddings, parties, funerals, meetings) with a turnover of between £300,000 and £400,000. We are a registered charity and also run an extensive outreach programme working with young people in schools and community centres, supported by charitable funds. We are at an exciting time of development as we consolidate our business plan and continue to expand activity and income.

We are looking for a friendly and practical Book-Keeper who wishes to be part of our team and get to know the organisation; and someone who enjoys working in a busy and creative environment. This is an essential role supporting the Director, Marketing Manager and Events Manager and ensures the organisation operates effectively and efficiently.

You will deal with day to day financial administration, ensuring the bookkeeping is up to date, looking at credit control and payment of bills and monitoring progress against our business plan. It is an excellent opportunity to make a difference to the operation of a small arts centre which balances creative activity for the community alongside a high quality events programme (weddings, parties, classes).

As we have a wide range of different budget heads we are looking for someone who will enjoy analysing the detail and working with the different team members to ensure the figures reflect a real understanding of the organisation.

We have a freelance Finance Manager who attends monthly to offer support and review management accounts.

Duties include:

- Sales ledger processing, including input of sales invoices onto Xero, and monitoring of outstanding receivables
- Purchase ledger processing, including input of purchase invoices, processing bank payments online and monitoring payables
- Maintenance of cash book
- Credit control in liaison with the Events Manager
- Issue scheduled invoices for café and recharges
- Processing and banking weekly cash takings
- Management of event booking deposits
- Liaison with all staff to confirm supplier invoices correct
- Sale of tickets; taking credit card payments for event bookings and reconciling credit card payments from Ticketsolve and credit card machine in house
- Process staff expense claims and credit cards returns
- General administration as required in relation to ticket sales, event bookings and classes
- Keep accurate, up to date records and maintain the finance filing system
- Handle customer, supplier and staff enquiries
- Reviewing supplier contracts and deals

Skills and personal attributes

- 2 year's bookkeeping experience or equivalent
- Experience in cloud-based accounting systems and proficiency with Microsoft Excel. Note that we use Xero, so if you have not used this system you need to demonstrate an aptitude to learn and an understanding of comparable packages .
- Excellent organisational skills: the ability to prioritise and work to deadlines
- Excellent attention to detail
- Excellent communication skills working with a range of people in a customer facing environment; friendly, approachable and positive
- Creative and lateral problem-solving skills, a flexible approach, common sense and the ability to deal with the unexpected
- An understanding of the accounting principles specifically relating to charities
- Awareness of customer data relations (GDPR)
- Good computer literacy – not afraid to learn new systems eg Ticketsolve box office, Collins Booking System
- Able to take direction but happy to work on own initiative
- An interest in the arts and/or heritage

TERMS & CONDITIONS

Salary: £26,390 pro rata for 15 hours per week
(ie £14.50 per hour plus statutory benefits or £11,310 annual pay)

Location: Lauderdale House, Highgate Hill, Waterlow Park, London N6 5HG

The appointment is part-time:

- The post is offered at 15 hours per week
- While hours are flexible, the successful candidate will be expected to work over at least three days a week and between core hours of 10.30am and 3pm.

Holiday: 75 hours per annum plus public holidays. The leave year runs from 1 April – 31 March.

Accountable to – Director and Finance Manager

APPLICATION PROCESS

To apply please send us a CV and covering letter explaining why you are interested in this role and why you are suitable to do this job to kives@lauderdale.org.uk.

Deadline: 9am on Monday 10 June 2019

Please include contact details for 2 referees in your application stating at what point in the recruitment process they may be contacted (we will not contact them without your permission).

Interviews: 14 June 2019

Appointment will be subject to satisfactory completion of a 3-month probationary period.



Lauderdale House is a registered charity (Charity no. 275502, Company no. 1352278)

STAFF STRUCTURE:

Volunteer Support: Volunteers are a critical part of our team and we are currently recruiting with an aim of having at least 2 to 3 people in each day