

Wycombe Environment Centre

Bookkeeping Job Specification

A part-time voluntary role.

Job Title: Bookkeeper

Wycombe Environment Centre context:

Our mission is to bring together, inspire and empower people to drive practical and positive action in response to the climate and ecological crisis. We are building towards an environment- based community hub, providing services that save people money, reduce waste and help the environment. So far we have a Repair Cafe, Scrap Store (Refresh) and a series of workshops, and and refill offer.

Job description:

We are looking for a volunteer bookkeeper to support our team of Trustees and staff. The bookkeeper will mainly work with the Treasurer, particularly providing information as necessary to ensure the financial reporting is accurate.

We anticipate this support will take around 8 hours per month (on average, some months may be more or less than 8 hours depending on the work that WEC is doing), spread across the whole month, working from home. The bookkeeper will report to Penelope Tollitt, one of our Trustees.

Responsibilities will comprise:

- Entering all bills and invoices onto Xero, with documentation attached, coding to grants & projects
- Locating and chasing missing documentation
- Reconciling the bank account on Xero
- Entering cash and Paypal amounts, from downloaded reports from Zettle
- 2 sessions' work in the shop as part of induction to understand how Zettle and the shop work
- Running payroll for WEC employees
- Providing information to trustees to pay invoices
- Working with the staff and/or relevant trustee to ensure accuracy of figures

The ideal candidate will have the following:

Essential

- Methodical way of working
- Attention to detail and high levels of accuracy
- Good administrative skills
- Ability to work constructively with others to resolve problems
- Ability to prioritise the urgent over the routine

Desirable

- Experience with computing accounts software, ideally Xero
- AAT qualified or part qualified, understanding of double entry
- Enthusiasm for WEC's mission

If you are interested, please contact Penelope Tollitt at penelope.trustee@refreshwycombe.org.