



Freelance bookkeeper / Finance assistant

Equivalent of one day per week (7 hours), working in the charity's small office in Tunbridge Wells, for an initial period of 12 months, subject to contract.

Nourish Community Foodbank seeks the services of an experienced bookkeeper/finance assistant to maintain the charity's financial records, prepare reports for trustees and undertake some analysis of income and expenditure. The role would suit someone with experience in working with a charity or small business, with some understanding of the reporting needs of trustees, donors and grant givers.

Undertaking this freelance role will offer the opportunity to join the team of freelance specialists, regular volunteers and the active board of trustees who are all determined that no one in Tunbridge Wells or south Tonbridge will go hungry.

Please note this is not an entry level role, and the contract-holder will be required to work unsupervised, reporting to the chair and treasurer.

Nourish is a registered charity which was originally set up in response to the increasing numbers of low income working households who can't make ends meet once they have paid their bills, and those individuals and families hit by welfare benefit cuts or unemployment. Nourish can provide short-term emergency support in a crisis to individuals and families within its operational area, on referral.

Front line care professionals such as health professionals, social workers, family liaison officers, housing support workers, keyworkers, police, voluntary agencies such as CAB and Age UK TW and community referrers identify people in need and refer on to Nourish. We work with a wide variety of referral agents who are best placed to establish a criteria of need and ensure that it is genuine. Nourish is reliant on food and funding donated by the public, local businesses, supermarkets, manufacturers and charitable trusts.

Our volunteers, all DBS checked, range in age from 17 to 70. They sort and date order food in our storage area at Big Yellow Storage in Tunbridge Wells and pack it into food parcels for families and individuals to last them for three days. We operate a doorstep delivery using volunteer drivers rather than asking people to pick up their food from a central point, thus enabling us to ensure confidentiality.

We strive to discourage a culture of dependency, preferring to support families and individuals in crisis until they are able to move on. Our policy is to issue a maximum 12 bags to a family or individual in any 12-month period.

For more information about the charity please see our website: <http://www.nourishcommunityfoodbank.org.uk>

Role description

Responsible for logging all income and expenditure in the purchase ledger (currently on Excel)

Monthly bank reconciliation

Preparation of monthly management accounts

Assisting trustees with preparation of annual budget and annual accounts

Provision of financial information and simple analysis of finances for trustees and colleagues on request

Banking cheques and cash as required

Making Gift-Aid submissions

Maintaining donor information

Person specification

Essential skills and experience

At least 3 years bookkeeping experience
Able to work unsupervised
Experience of working in a small business or charity
Demonstration of commitment to the aims of the organisation

Desirable skills and experience

Experience of using accounts software appropriate to a small organisation
Able to prepare annual accounts for audit purposes
Experience of working in the voluntary sector
Understanding of charity accounting
Financial qualifications relevant to this role

How to apply

To apply please email carolrstone@me.com and attach i) a short (one page) letter describing how you meet the person specification above and what you can bring to the charity's work; ii) your CV; iii) the names and contact details of two professional referees.

Closing date: **31 Jan 2018**

We will aim to contact you within two weeks of the closing date and will ask any shortlisted candidates to an interview shortly afterwards.