

Role Description

Job title:	Freelance Book Keeper
Responsible to:	Treasurer
Job purpose:	To input and process the monthly management accounts
Hours:	8 hours per month (to either be worked 4 hours per fortnight or 1 day per month)
Tenure:	Freelance
Salary:	£14 per hour
Base:	Maternity Worldwide office in Brighton

Maternity Worldwide

Maternity Worldwide (MW) is a Brighton-based international NGO dedicated to saving lives in childbirth in low-income countries. Our vision is of a world in which all women and their babies can access safe and appropriate childbirth regardless of where they live.

Key Duties of Role:

- Processing all deposit and cheque transactions from UK bank account and petty cash
- Preparing and entering journals
- Bank reconciliations
- Processing all deposit and cheque transactions from three overseas bank accounts
- Entering payroll journals and PAYE contributions
- Monitoring cash flow
- Preparation of monthly management accounts (P&L versus budget) and balance sheets for the Treasurer
- Preparation of monthly expenditure versus budget reports for programmes to monitor expenditure
- Preparation of adhoc reports for funders as required
- Inputting of the annual budget
- Support the preparation of SORP compliant annual accounts including the SOFA, balance sheet, financial report and notes to the accounts
- Maintaining accurate paper filing system for all items relating to the accounts

Hours of Work:

Approximately 8 hours per month initially with potential to increase hours in future (to either be worked 4 hours per fortnight or 1 day per month).

Salary: This post is subject to a freelance contract, and an hourly rate of £14 per hour will be payable upon receipt of a monthly invoice.

Qualifications and Experience:

Essential – applications will only be considered from candidates with the following skills and qualifications:

- Minimum of two years of book keeping experience
- Experience of and competent in using Quickbooks

Preferable:

- Experience of the voluntary sector and preparing charity accounts
- Experience of management accounts for overseas bank accounts

To Apply:

Please send an up-to-date CV containing your employment and education information along with a comprehensive cover letter detailing your experience and 2 referees to Kirsty Erridge at vacancies@maternityworldwide.org by **Thursday 15th June at 12 noon.**