

THE WELL

FINANCE OFFICER (Paid Post)

DESCRIPTION:

We are looking for a trustworthy candidate with good communication skills, computing and book-keeping experience who is well organised with a good eye for detail and able to work in team.

TIME COMMITMENT:

Up to 7.5 hours per week

MAIN RESPONSIBILITIES:

- Monitor income, expenditure, The Well bank accounts and manage banking: keeping receipts, paying in cash, dealing with card holders, maintaining spreadsheets etc.
- Maintain book-keeping on QuickBooks and provide reports.
- Assist with forecasting current and future spending.
- Liaise with auditors.
- Manage online payments, offerings and administrate gift aid communications.
- Attend Trustees' meetings and assist with end of year reports and communicate with charities commission.

DESIRED EXPERIENCE:

Previous experience with QuickBooks or similar accounting software & a reasonable level of computing skills.

To apply, send your inquiry email to admin@thewellcc.org.uk for follow up