



Volunteer Accountant

Bridge the gap-families in need CIC is a mutual aid organisation based in Hackney set up to support families and their children in need. We aim to provide a non-discriminatory service to families and their children enabling all to feel comfortable. We would love you to join our warm and friendly team and play a part in creating our future.

Purpose of the Role:

Responsible for managing the financial administration, PLS and cash flow. The job holder will report directly to the Directors and maintain constant contact with other key stakeholders within the organisation. The job holder will be required to carry out all tasks within his/her level of skill and ability.

Role Description

- Manage all accounting transactions
- Responsible for all day-to-day CIC financial and accounting operations
- Prepare budget forecasts
- Work with key stakeholders to prepare the annual budget for Companies house and internal board presentation.
- Manage approved budget throughout the year ensuring costs are controlled.
- Work to ensure costs are minimized and revenue is maximized wherever possible
- Provide analysis of revenue and expenditure across years as required.
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Attend conference calls as and when required
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Ensure accounting software and donations management software is constantly reviewed, developed as necessary and remains fit for purpose.
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

Skills:

- Qualified or part qualified accountant (ideally)
- Knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Attention to detail and good analytical skills
- Knowledge of general ledger functions
- Excellent written and verbal communication skills and ability to work collaboratively in a fast-paced environment
- Good understanding of IT, banking, payment processing, charity governance and human resources.

Commitment

The role requires at least 6-8 hours support per week for at least one year either remote working or at our base subject to availability (depending upon the tasks assigned). We meet every month for about 1 hour and a half to discuss updates and plans for next steps. There may be the opportunity to attend other events or activities associated with the Bridge the Gap families in need CIC Organisation. This could be a great opportunity for the right candidate to build experiences.

Bridge the gap Accountant (volunteer) will be expected to work within the ethos of Bridge the Gap families in need and have high standards of practice. The need to respect confidentiality is paramount, as is a responsible and flexible approach to the work.

The benefits of working with Bridge the gap-families in need CIC team

- You learn new skills, gain more confidence
- Build friendships with others in a caring environment
- Work in the community with a range of other professionals
- Being part of a great team and having fun
- Flexible working hours
- Receive trainings

Equal Opportunities

Bridge the gap -families in need CIC are committed to achieving an inclusive environment which provides equality of opportunity and freedom from unlawful discrimination for everyone who works within and accesses our organisation and services.

Ready to apply?

All applications are completed online. You'll answer some simple online questions, upload your CV and if successful be invited to a face to face interview with the Company Director.