



**Job Opportunity: Bookkeeper to Trial Balance for a small Social Enterprise Business / Charity in West London**

Cultivate London is a charity in West London (Acton, Ealing, Brentford) that offers unemployed youth training in urban horticulture and landscape gardening so they can find meaningful employment in our communities. They also convert derelict land in West London into productive food growing spaces for use by the local community and schools.

**Job Opportunity:** Cultivate London is in need of a bookkeeper with the experience to ensure their ledgers are up-to-date and the bank reconciliation is correct. **Part time (one day a week)**

**Skills Required:** This person should be qualified to do the following:

- Sales Ledger / Purchase Ledger / Bank Reconciliation / month end journals
- Produce a Trial balance
- Provide reliable monthly figures for management accounts and forecasting
- VAT Returns
- Work with payroll bureau for wages processing
- Liaise with our reporting accountants at year end
- Familiarity with / Understanding of Charity / Fund based accounting for reporting purposes is desirable

We have staff and volunteers who will take care of the bulk of the sales invoicing, inputting purchase invoices and banking transactions.

**Other skills desired:** The candidate should have 2 or 3 years experience of using Sage Line 50 and Excel in a small business environment. An interest in horticulture and the desire to help young people into work would be ideal.

**Competitive salary (pro-rata)**

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