

Bookkeeper– FTC Up To 12 Months, 3 Days Per Week

About *Be the Business*

Led by Sir Charlie Mayfield (Chairman) and Chief Executive Tony Danker, *Be the Business* was launched in November 2017 with funding and support from the UK government and some of Britain's leading companies. We work with the entire business community to share what works for today's best businesses with every company that wants to learn and improve.

Role Purpose

We are looking for an experienced bookkeeper to assist in managing our day-to-day accounting and finance requirements. Sound knowledge of double entry bookkeeping is a must. Coupled with excellent organisational skills and accuracy, as well as the ability to communicate clearly. The ideal candidate for this position is self-motivated, positive and enthusiastic, reliable and is committed to consistently meeting deadlines.

What You Will Do

- Process purchasing invoices.
- Balance and maintain accurate ledgers.
- Bank reconciliations.
- Processing company expenses.
- Raising and approving purchase orders.
- Procurement and tender process management.

What We're Looking For

- Sound knowledge of double-entry bookkeeping.
- AAT qualification desirable but not essential.
- Computer literate in excel, word, outlook, windows 10
- Xero software experience desirable, but not essential.
- Strong IT and organisational skills.
- Collaborative team member and strong interpersonal skills.
- Outstanding verbal and written communications.
- Alignment with BtB values.

What We Offer

- A rewarding job with the opportunity to have your voice heard and really make a difference.
- We're a mission-driven, entrepreneurial team, and we thrive on leading and driving projects that will positively impact UK businesses and the economy.
- Competitive salary and benefits.

Sound interesting? We thought so. So, what are you waiting for?

If you're interested in joining our team at *Be the Business*, please send your details to:

careers@bethebusiness.com

We are looking forward to hearing from you!