

Job Description WLBC Book Keeper

The book keeper will take responsibility for providing an effective financial service for the Trustees and management of West London Buddhist Centre.

Main areas of responsibility:

1. Maintenance of accounting records, including bank reconciliations, using appropriate and accessible software and systems. (We currently use cloud based Quickbooks software).
2. Cash flow management ensuring that all financial commitments are met (e.g. HMRC and pension requirements).
3. Establish and maintain effective financial management systems for planning, budgeting and reporting to the centre Chair and Treasurer.
4. Creation and management of annual budgets, ideally using Quickbooks.
5. Provide monthly financial reporting to Trustees for effective governance of the Charity.
6. Ensuring adherence to Charity Commission, HMRC and financial security regulations.
7. Creation and management of the monthly payroll, using Payroo (or other cloud based software).
8. Develop risk management policy and review reserve policy limit annually.
9. Liaise with the independent examiner to produce year end accounts.
10. Maintain and, if necessary, set up financial platforms, payment systems and relevant financial information pages.
11. Oversee various bank accounts and change of signatories when necessary.
12. Organise and maintain financial records.

Qualifications:

Preferably AAT or ACA qualified, consideration will be given to applicants with at least 2 years relevant experience. We will consider providing training for a suitable candidate enabling them to gain appropriate accounting qualifications.

Desirable Experience:

- Budgets
- Year End accounts
- Gift Aid
- Charity Commission regulations and reporting
- Payroll

Skills:

- Good attention to detail
- Accurate record-keeping
- Computer literacy, especially familiarity with spreadsheets, databases and accounting software
- Organisational and multi-tasking skills to manage different financial duties, including the ability to prioritise tasks in order to meet deadlines
- Good communication skills

Personal Qualities:

- An Order Member or Mitra, ideally training for ordination
- Desire to make work a spiritual practice
- Openness to learning about self and others through work
- Desire to contribute to team development and growth, and ability to work effectively with other team members

The post holder will become part of the WLBC centre team.

Hours are negotiable but would be for a minimum of 16 hours per week.

There is some flexibility around working from home for some of the hours.

Our preference is for someone who works regular hours at the centre, who can attend a weekly team meeting and who is interested in participating with some sangha activities.

However, there might be an option of carrying out the role remotely, paid an hourly rate (to be negotiated taking into account qualifications and experience).

Salary £20,111 p.a. pro rata (London Living Wage), plus pension and Simply Health insurance with eight weeks annual leave. For those interested in working as part of a Team Based Right Livelihood an annual retreat/training allowance of up to £1,700 is available pro rata.

The **closing date for applications is Sunday 20 November.**

Interviews will be held during the week commencing Monday 21 November.

We are looking for someone available to start in December/early January.

If you wish to apply for the post or have an informal chat about the role email bodhilila@westlondonbuddhistcentre.com

Your application should detail your experience and why you would like to work for the West London Buddhist Centre.

Please enclose your CV and details of two referees.