

Job Title: Freelance Bookkeeper
Location: Remote
Organisation: Berkeley Ensemble
Contract Type: Freelance
Hours: 1-2 days per month, flexible
Rate: £20 per hour

About Us:

The Berkeley Ensemble is a world-class chamber ensemble committed to fostering creativity, inclusivity, and engagement with chamber music through concerts, workshops, and outreach projects. As a growing organisation, we are seeking a skilled and reliable freelance bookkeeper to help manage our financial records.

For more information about our work please visit

<https://www.berkeleyensemble.co.uk/about/>

Role Overview:

The Freelance Bookkeeper will be responsible for maintaining the charity's financial records, ensuring that all transactions are accurately logged, and assisting in financial reporting. You will work closely with our small team to ensure that financial practices are transparent, efficient, and in compliance with charity law.

Key Responsibilities:

- Maintain accurate and up-to-date financial records for the charity, including income, expenses, donations, grants, and other financial transactions.
- Reconcile bank statements and ensure all transactions are accounted for correctly.
- Prepare quarterly financial reports and summaries for review at Trustees' meetings
- Assist in preparing financial statements for the annual accounts for submission to the Charity Commission
- Support the team in budgeting and forecasting, tracking income and expenditure against the budget.
- Help prepare grant financial reports as required by funders.
- Maintain up-to-date records of invoices, receipts, and financial correspondence.
- Prepare Gift Aid claims and ensure all relevant records are maintained for submission to HMRC.

Required Skills & Experience:

- Proven experience as a bookkeeper or in a similar finance role, ideally in the charity or not-for-profit sector.
- Familiarity with accounting software (the charity currently uses Xero).
- Strong understanding of bookkeeping principles and charity financial regulations.
- Excellent attention to detail and ability to manage multiple financial records accurately.
- Good organisational and time-management skills, with the ability to work independently while meeting deadlines.
- Strong communication skills and ability to provide financial summaries to non-financial team members.

Desired Attributes:

- A passion for the arts and supporting not-for-profit organisations.
- Ability to build strong relationships with the charity's team and external partners.
- Discretion and professionalism in handling sensitive financial information.

The Berkeley Ensemble is committed to equality, and encourages applications regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

How to Apply:

Please send your CV along with a brief cover letter outlining your relevant experience and interest in working with Berkeley Ensemble to john@berkeleyensemble.co.uk.

Deadline: Monday 28th April at 5pm.