

BOOKKEEPER

OVERVIEW

Fee: £25-£30/hour depending on experience

Working Patterns & Location

1.5-2 days/month – ideally spread evenly across the month as 1/2 days

Flexibility to arrange working hours around a collaborative core block of 10 am-4 pm, Monday – Friday, to accommodate other professional and caring responsibilities.

Remote

Start date: May / June 2024

Closing date for applications: Applications will be reviewed as they are submitted.

ABOUT GCC & THE ROLE

GCC was founded in 2020 by a group of gallerists and professionals working in the visual art sector as an attempt to develop a meaningful and industry-specific response to the growing climate crisis. It now operates as a quickly growing international charity and coalition, employing 3 members of staff and serving over 1000 members made up of artists, museums, non-profits, art sector businesses and commercial galleries.

Gallery Climate Coalition (GCC) is a small but busy and rapidly growing climate charity and art sector membership organisation. We are seeking an organised, proactive and enthusiastic Bookkeeper to join our team. Working directly with the Managing Director, Operations Manager, and external Accountancy team, this role is integral to efficiently managing the organisation's financial operations and its flow of funding. As such, we are keen to hear from experienced candidates for whom the description below, coupled with the GCC's mission, sounds exciting.

PRIMARY RESPONSIBILITIES

FINANCIAL OPERATIONS

- Updating the charity's bookkeeping system with all ledgers, ensuring funds are allocated to the appropriate areas.
- Handling the balancing of accounts – processing payments, supplier invoices, income and receipts, and entering data into XERO.
- Preparing financial statements showing the organisation's income and expenditure.
- Entering and reconciling transactions to the bank.
- Maintaining historical records by filing documents.
- Liaising with external accountants in relation to the independent review.

WORKING WITH THE CORE TEAM

- Working closely with the Managing Director and Operations Manager to prepare quarterly budget reports for presentation to the organisation's Board of Trustees.
- Supporting the core team with finance-related queries within the context of its everyday operations, ongoing projects and events.
- Using Pleo to manage employee expense claims
- Working with the team to ensure compliance with Charities Commission regulations
- General troubleshooting – reporting and taking the initiative to find solutions proactive to the needs of the organisation.
- Proactive horizon scanning – planning for and advising the team on required actions.

WORKING WITH EXTERNAL ACCOUNTANTS

- Working closely with the external accountancy team to assist in the preparation of Year End returns and Annual Reports
 - Verifying the accuracy of business accounts and alerting the Accountant of errors
 - Recording any inconsistencies to help the Accountants reconcile inaccuracies
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PERSON SPECIFICATION

REQUIRED PROFESSIONAL EXPERIENCE

- Minimum 3 years of demonstrable experience in a similar position or a finance-focused position.
 - Strong demonstrable experience of managing and delivering general bookkeeping tasks – maintaining accurate books on accounts payable and receivable, payroll, daily financial entries and reconciliations.
 - Previous experience in charity accounting would be advantageous but is not essential.
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KNOWLEDGE & LEARNING

- AAT qualified (or other professional body)
- Proficiency in Xero
- Experience using Dropbox and Google Suite to create collaborative documents
- Awareness of Pleo and Stripe
- Understanding the requirements of charity accounts, including the separation of restricted and unrestricted funds
- Awareness of US charity compliance and Gift Aid claims (advantageous but is not essential)

YOU MIGHT THRIVE IN THIS ROLE IF YOU

- A genuine interest in the GCC's mission and a commitment to working in a way that aligns with its core values
 - Possess strong organisational and time-management skills underpinned by keen financial sensibilities.
 - Have the ability to communicate complex information intrinsic to your role to a diverse group of stakeholders with varying entry points of understanding.
 - Enjoy working independently and collaboratively in a dynamic, mission-driven environment with a diverse group of people.
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HOW TO APPLY & WHAT YOU CAN EXPECT

- [Complete our online application form](#)
- Send a CV (max two page PDF) to jobs@galleryclimatecoalition.org **before 9 am on Monday 6th May 2024.**
- There will be a short introductory call with the Operations Manager followed by an interview with our Managing Director and Accountant.

GCC is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. All employment decisions are based on the charity's needs, job requirements and individual qualifications, without regard to race, ethnicity, religion or belief, sex, sexual orientation, age, family or parental status, disability, gender identity, gender expression or any other equality characteristic. GCC does not tolerate discrimination or harassment based on any of these characteristics.