

Book-keeping opportunity with Nudge Community Builders

Nudge is a community benefit society working on Union Street to unlock buildings and host activity so Union Street becomes a street the whole world loves! We run three buildings on Union Street; Union Corner, The Clipper and The Plot and we are gearing up to host meanwhile uses in the Millennium from this summer onwards as we put plans together to invest in and regenerate this building.

Nudge was set up in 2017 and has various different funding streams; traded income, grants, loans and community shares. We are looking for an experienced bookkeeper who has used and loves Xero!

Your regular weekly tasks would be

- Checking our finance email to ensure payments are raised as bills in Xero
- Raising purchase orders for work over £500
- Reconciling our banking transactions
- Raising invoices

Monthly regular tasks include

- Updating petty cash on Xero and preparing banking and withdrawal requests
- Reconciling our wallet card with spend on our Equals cards on xero
- Reconciling our credit union account on xero
- Working with co-director to prepare monthly management reports to the Board
- Prepare regular budget reports for each of our different funding streams and report to budget managers
- Monitor income, checking our regular payers are paying and produce a monthly statement of income for each building.

Quarterly regular task

- Working with co-director to prepare variance reports

We are offering a paid 1 – 2 day a week post, either as an employee or for a self-employed book keeper to give us this service. We are offering an hourly rate of £12.50 per hour.

For more details / informal chat – get in touch with Wendy@nudge.community

If you are interested in applying for the post, please send in a letter explaining how your experience matches the list of tasks and what other experience you could bring to Nudge.

Please include your CV by **7th May** to wendy@nudge.community

