

Job Title	Bookkeeper, Finance Team
Key Responsibilities	<ul style="list-style-type: none"> ○ Manage and maintain accurate financial records using Xero, ensuring entries are up-to-date and categorised correctly ○ Reconcile bank statements and financial transactions to ensure accuracy ○ Assist in the preparation of financial reports for management purposes ○ Collaborate with the Head of Finance team to ensure compliance with accounting standards
Time commitment	<ul style="list-style-type: none"> ○ Approximately 2-4 hours per week. This can be done remotely as and when you have availability ○ 1-2 hours per month for a Finance Lead meeting. This can be in person or remote
Required/Desired Skills & Qualifications	<ul style="list-style-type: none"> ○ Proficient in Xero accounting software with a proven track record of utilising its features effectively ○ Prior experience in bookkeeping or financial record management ○ Strong attention to detail, accuracy, and organisational skills ○ Ability to work independently and collaboratively within a team
Requestor's name	Behzat Yargi, Al-Emaan Centre Finance Lead Email: info@al-emaan.org.uk