

# TalentEd

Expert teachers for **bright students**

## Introduction

TalentEd is a registered charity that brings together retired and experienced teachers to support high-ability disadvantaged young people through a year-long programme of weekly small group sessions to improve GCSE grades and life chances.

Every young person should have the support, skills and aspirations to realise their potential. Sadly, this is not the case for young people from low income areas in the UK and educational inequality is highest amongst the brightest students. For more information about us, view our website.

## Bookkeeper and Administrator

We are looking for an experienced and dynamic bookkeeper/administrator to join a small, growing team of 7 staff. The ideal candidate will pay attention to detail, be process driven and have experience working with finances, data and MS Office.

## Terms and Conditions

- Working hours: Part or Full time (up to 37hr/week) flexible working available.
- Pay: up to £24,000 (Pro rata, dependent on qualifications and experience)
- Holidays: 25 days per year (pro-rata), plus bank holidays
- Contract: Permanent
- Closing date: 12pm (midday), 31st July
- Job Title: Bookkeeper & Administrator
- Reports to: CEO
- Location: TalentEd Central Office (Shoreditch)

To apply, send a cover letter and CV to our CEO, Mr Matthew Roberts, [info@talent-ed.uk](mailto:info@talent-ed.uk)

## Key Responsibilities

This list of duties is not exhaustive and colleagues will need to support one another from time to time.

## Financial management

Manage day-to-day financial activities, including:

- Bookkeeping including cash and balance sheet reconciliations and month-end journals
- Manage accounts payable and receivable, processing invoices and payments
- Responsible for the team expenses process
- Support Directors with budgeting and reporting
- Explore and implement new financial systems and processes as we expand

## Administrative support

Administrative activities to support the Directors, including:

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- Provide administrative and logistical support for delivery and marketing of the TalentEd programme
- Assist the smooth running of the office including procurement of supplies, assisting with organising meetings and room bookings
- Support team to monitor key performance indicators and report to the Board

## Person Specification

You will be someone who enjoys working as part of a team, with great communication skills and a positive, can-do attitude. You will also be organised and able to multi-task but still work accurately, with good attention to detail. You should have the following skills and attributes:

### Vision

- Desire to give every young person the support, skills and aspirations to realise their potential
- Enthusiastic about working with a small start-up charity at an exciting stage of development

### Experience and Qualifications- Mandatory

- Good Excel skills and knowledge of accounting principles
- Relevant experience of bookkeeping/accounts payable and using accounting packages

### Experience and Qualifications - Desirable

- Previous CRM database experience
- Ideally completed or be studying for your AAT qualification
- GCSE and or A level Maths
- Excel and/or Google sheets whiz (or desire to become one)

### Skills and Attributes

- Hard working committed and reliable
- Flexible, supporting others in the team and willing to take on a variety of tasks
- Excellent organisational skills and attention to detail, including rigorously following processes, high accuracy of outputs, updating tracking systems, and planning ahead.
- Independent worker, able to take responsibility for completing tasks and managing different streams of work towards achieving organisational goals
- Resourceful, making the most of our time, skills and funds
- An extremely resilient individual who is relentless in acquiring the information required to do your job successfully
- You are genuinely excited to do Bookkeeping for a rapidly growing charity

To apply, please send a covering letter and CV to Matthew Roberts at [info@talent-ed.uk](mailto:info@talent-ed.uk).