

Bookkeeper for Empower to Cook CIC

Empower to Cook CIC is a not-for-profit social enterprise seeking to inspire motivate and empower people through cooking. When we learn how to cook, we develop independence, self-esteem, and the ability to choose for ourselves. What we eat has a huge impact on our health, the environment, and the lives of those around us. www.empowertocook.co.uk

Aim of role	To carry out bookkeeping duties
Main internal contact	Founding Director
Start date	ASAP
Time commitment	4- 5 hours per month for the first 3-6 months
Location	High Wycombe
Main tasks	<ul style="list-style-type: none"> • Keeping the financial records up to date • Monitoring cashflow • Producing monthly financial reports
Skills/Experience	<ul style="list-style-type: none"> • Double entry booking • Cloud-based accountancy packages • Experience of QuickBooks • Advanced Excel • Bank statement upload and reconciliation • Purchase and sales ledgers • HMRC returns • Financial reporting
What we can offer you	<ul style="list-style-type: none"> • Volunteering with us will provide a great opportunity to work in a supportive social enterprise that is making a real difference to the lives of the local community. • Within this highly creative social enterprise you will be very much part of the team and encouraged to take an active part in the evolution of the organisation.
Additional information	<ul style="list-style-type: none"> • 2 references will be required. • Travel expenses will be considered if the successful volunteer lives outside of High Wycombe. • After the initial period (3-6 months) a review will take place to determine the future priorities for the post. This is an evolving role and may lead to paid employment (subject to available funding).
Get in touch	<p>If you think this opportunity could be for you, please send your CV and reasons for applying for this post to:</p> <p>Hilda Stearn Director, Empower to Cook CIC E: hildas@btinternet.com</p>