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**Extant**

**Title:** Bookkeeper

**Hours:** 2-3 days per month

**Salary:** £20 per hour

**Responsible to:** Artistic Director

**Location:** Extant Office, Tripod, Lambeth Town Hall, 2 Brixton Hill, SW2 1RW

**About Extant**

Extant is the UK’s leading professional performing arts company that explores visual impairment to create unique and innovative artistic experiences, placing visually impaired people at the centre of all we do: from the productions we create, to the artists we employ or support to build stronger careers in the sector, or the audience we perform to and the participants we work with.

In our company, visual impairment is celebrated as a rich source of creative engagement that inspired fresh perspectives.

We fulfil our purpose by:

* Demonstrating artistic excellence, professionalism and high production values with the express inclusion of visually impaired performing artists
* Providing sustainable employment and supporting the professional development of visually impaired people working in the arts
* Putting the accessibility for visually impaired audiences at the centre of the artistic process
* Providing opportunities for visually impaired people to get involved in the arts for the first time
* Ensuring that our company is led by visually impaired people, artistically, managerially, and at board level

**Job description**

The bookkeeper will be responsible for the following tasks:

* Working with the General Manager to maintain financial records and data within agreed systems
* Supporting the General Manager and Board of trustees to prepare annual reports for our accountants
* Entering all transactions on our accounting software Quickbooks
* Accounts receivable, including preparing and distributing invoices and monitoring debtors
* Accounts payable, including entering transactions and monitoring creditors
* Undertaking monthly payroll tasks
* Banking cheques and cash as required
* Bank reconciliations
* Filing of finance documents
* Assisting the General Manager to prepare quarterly financial reports
* Any other bookkeeping tasks as directed

**Person specification**

Requirements for this role are:

* At least three years’ paid or unpaid work experience in bookkeeping
* Experience in using Quickbooks software
* Excellent numeracy and financial record keeping skills
* Strong attention to detail and accuracy
* Excellent use of spoken and written English
* Excellent communications skills
* Good IT skills including experience of Microsoft Office Suite
* Experience and understanding of financial record keeping in a charity organisation
* Support for the aims and work of Extant
* Experience supporting an arts organisation or working with artists is desirable
* Happy to work in an office with a guide dog!

**How to Apply**

* Read the above Job Description and Person Specification
* Write a letter (no more that 2 sides of A4) evidencing why you would like to work for Extant and how you fulfil the person specification
* Fill out the linked equal opportunities form (this will be anonymous and separate from your application)
* Please give the name, address and contact details of two referees (we will not contact your references without your prior permission)
* Send you cover letter, a summary CV (no more than 2 sides of A4), details of referees and equal opportunities form to Rhianne at [Rhianne@extant.org.uk](mailto:Rhianne@extant.org.uk) by 5pm on 10th January 2020
* If you have any questions or would like this information in a different format, please call the office on 020 7820 3737
* Interviews will be held in the week commencing 20th January 2020

Extant is an equal opportunities employer, committed to building a diverse workforce and welcomes applications from all individuals.