

Freelance Bookkeeper – Job Description

Organisation: Imagine If Theatre Company

Position: Freelance Bookkeeper

Responsible to: Artistic Director

Salary: £31,200 pro-rata

Hours/Days Required: 1 day per month

Job Start Day: ASAP

Role summary

The Bookkeeper is a new role for Imagine If and we are very excited to invest in and grow this role with the right candidate. The Bookkeeper will be an integral position to the development of our organisation. The right candidate will oversee the organisations finances, manage QuickBooks, produce and update accounting guidelines and procedures, and deal with annual accounts. They will be passionate about the active difference the arts can make and will have solid experience of bookkeeping for a small charity.

Role responsibilities

- Record financial transactions on QuickBooks
- Monthly payroll
- Maintain orderly accounting filing system
- Issue Financial statements
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Process invoices
- Establish and develop accounting guidelines and procedures
- Report to trustees at board meetings

Person Specification

- Proven bookkeeping experience is essential
- Experience managing Quickbooks and payroll is essential
- Experience managing accounts for charities is essential
- Proven ability to calculate, post and manage accounting figures and financial records
- An understanding of arts-based charities is desirable
- High degree of accuracy and attention to detail
- Self-motivated and reliable

About Imagine If

Imagine If is a Theatre Company and Registered Charity founded in 2014. The theatre we create is based on the world around us comprising real stories from real people. We aim to create work that is inspiring, entertaining, thought provoking and unashamedly honest for intimate audiences. The theatre we create is based on the world around us comprising real stories from real people. We engage with those who have direct, personal experience of social issues and disadvantage through our theatre productions and workshop packages. Consequently, we place those without a voice at the forefront of each Imagine If production. We show excellence in the way we engage with artists, audiences and participants, making an active difference to their lives through theatre. We do this through supporting those most excluded from society and using the arts to make a long-lasting positive impact. As well as our theatre productions, Imagine If also runs a range of drama-based workshops across the UK, specific to each demographic we work with. These demographics include: offenders, ex-offenders, those with mental health issues, addicts and recovering addicts, young adults in the care system and those from disadvantaged backgrounds.

How to Apply: Please email a CV and a cover letter no longer than one page of A4 detailing why you are interested in the role to: admin@imagineiftheatre.co.uk and put 'Freelance Bookkeeper' in the email subject.

DEADLINE FOR APPLICATIONS: 1st April

Please familiarise yourself with Imagine If via the following outlets before applying:

Website: www.imagineiftheatre.co.uk

Facebook: www.facebook.com/imagineiftheatrecompany

Twitter: www.twitter.com/imagine_if_co

Due to the nature of our work with vulnerable people, we follow rigorous safeguarding and protection policies and procedures in our recruitment process. As a result, some of our roles are subject to an Enhanced Disclosure by the Disclosure and Barring Service. A criminal record will not necessarily bar you from joining us as an employee or volunteer; this will depend on the circumstances of any offences.