



Outlandish[®]

Job Description: Freelance bookkeeper

Outlandish is a friendly tech cooperative based in Finsbury Park. Our aim is to unleash technology's potential to make the world a fairer, better place. We work with a mix of commercial and non-profit clients such as the National Education Union, UNICEF and Greenpeace among others, and have a lively office full of lovely 'Outlanders' and collaborators.

We've established a unique work model designed to put significant investment into low-cost and pro-bono tech for good services. Read more about the company and our cooperative structure [here](#). We're also co-founders of CoTech, the network of UK technology co-operatives that is increasing the depth and breadth of services available to clients striving for positive change.

Our team is looking for a friendly, proactive and collaborative freelance bookkeeper who can increase our capacity and will oversee our financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. This list gives an idea of what we're looking for, but we're open to suggestions about how you'd like to develop the role:

- Bank statement reconciliation including bills, invoices, expenses and outgoings
- Importing freelancers' bills from Toggl (our time management software - no experience necessary) and matching them to invoices
- Apportioning salaries to the correct project
- Creating payroll accrual journals to attribute pay run to the correct accounting month
- File and pay VAT on a quarterly basis
- Run payroll/pay our lovely freelancers on a monthly basis
- Help us prepare for year end
- Maintain historical records by filing documents in an orderly way
- Run financial reports that help us get an insight into our business
- Suggest where we could save money on our business expenditure
- Define and develop best practice bookkeeping, with communication on changes

- Adhere to legal requirements of business bookkeeping, such as filing documents and making payments on time

There will definitely be room to increase responsibility and role - if that's what you want!

We'd like someone that can commit to fifteen hours per month, with at least half of that time in our Finsbury Park office. We'll potentially require more of your time around the end of the financial year. We'll pay £20/hour (negotiable, based on experience)

Bookkeeper qualifications / skills:

- A good eye for detail
- Capacity to stick to deadlines
- Analyse financial information
- Confident in taking on challenges, and asking questions
- Reporting and suggesting where we could make improvements based on evidence
- Data entry skills
- Accounting
- Confidentiality
- Thoroughness

Education, experience, and licensing requirements:

- Previous bookkeeping experience
- ICB certifications or equivalent desirable

To apply please drop us a line at accounts@outlandish.com