

## **Wheely Tots** **Bookkeeping Coordinator: Kickstart Scheme**

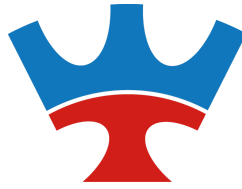
Wheely Tots believes that all children, families and communities should be healthy, confident and resilient.

This role is offered through the Kickstart Scheme for 16-24 year olds claiming Universal Credit. Click here to find out more: <https://jobhelp.campaign.gov.uk/kickstart/>

Role	Bookkeeping Coordinator: Kickstart Scheme
Commitment	<ul style="list-style-type: none"><li>● 6 month placement</li><li>● 25 hours per week to be worked flexibly according to your other commitments.</li><li>● NB The Wheely Tots office is closed on Wednesdays.</li><li>● DBS check required</li></ul>
Tasks & Responsibilities	<p>Wheely Tots is a charity focused on social integration. We are based in Haringey, North London.</p> <p>Your main tasks will be to contribute to the Wheely Tots bookkeeping and financial record keeping using Quickbooks.</p> <p>You will work with our wider team and session leaders to ensure that our income and expenditure are correctly tracked and recorded for weekly, monthly and year end reports.</p>
Skills, experience & qualifications	<p>Whilst it is not necessary for you to have previous experience or training in a professional finance or bookkeeping role, you will need to have an interest in finance and reporting in a small charity and a wish to progress your career in a finance role in the future.</p>
Competencies	<ul style="list-style-type: none"><li>● Able to work alone or with a buddy</li><li>● Discreet and trustworthy with good organisational skills</li><li>● Flexible and adaptable with good administration skills</li><li>● Confident communicator by email, phone and video call</li><li>● Experience using Google Drive (or similar)</li></ul>

**Registered charity no 1161237**  
**The Trampery, 639 Tottenham High Road, London N17 8AA**  
[www.wheelytots.com](http://www.wheelytots.com)

**Feb 2021**



	<ul style="list-style-type: none"><li>• Comfortable dealing with different people from diverse backgrounds and experiences</li><li>• Self-motivated</li><li>• Open to new ways of working and finding the most efficient way to do things</li></ul>
Location	<ul style="list-style-type: none"><li>• Home based, managed remotely during lockdown</li><li>• Our office is based in Tottenham. Ideally we are seeking someone with knowledge of Haringey and its communities</li></ul>
What we can offer	Applicants will have access to a Career Coach throughout their Kickstart role and we can offer additional training and learning opportunities depending on the individual recruited.

We will provide an induction to our processes and procedures relevant to this role.

***Wheely Tots are an equal opportunities employer and welcome applications from all. We do not discriminate based on, but not limited to, the following; age, education, disability, gender identity, partnership status, parental status, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.***

**Pay:** This role is paid at National Minimum Wage.

**How to apply.**

Applications for Kickstart roles need to be made through your Work Coach.

To apply for this role, send your CV and a cover letter to [jobs@wheelytots.com](mailto:jobs@wheelytots.com) using Kickstart: Bookkeeping Coordinator as the title. In your cover letter explain why you're applying and what you hope to learn from working with Wheely Tots.

As an alternative to a cover letter, you can tell us about your skills and experience via a video (up to three minutes).

We are accepting applications on a rolling basis.