

Bookkeeper / Finance Manager for Off The Record Twickenham

Off The Record Twickenham (OTR), a successful charity with a committed and engaged Board of Trustees, is seeking a qualified bookkeeper to join its small staff team of 5 in a part-time Finance Manager role.

Off The Record has enjoyed 34 years of success in supporting young people through providing counselling, information and sexual health support to young people aged 11 to 24 in Richmond borough. This is an exciting opportunity to join our team as bookkeeper. The successful applicant will be supported in the role by the Finance Trustee/Treasurer, and the Service Manager.

Off The Record Twickenham is an Equal Opportunities employer.

Role Description

The Bookkeeper's role is to manage the charity's day-to-day financial matters. They will ensure transactions are accurately recorded, maintain compliance with statutory and charity requirements and track specific project funds so the organisation can report transparently to donors and trustees.

Contract term:	2 days (possibly 3 if needed), to start ASAP
Remuneration:	£33,000 pro rata p.a. paye / or £25 hr freelance
Location:	Mainly remote working, with occasional time spent in the office

Responsibilities

- Dealing with all of the day-to-day financial activities of the charity (the charity uses QuickBooks). In particular, processing and setting up for payment, supplier invoices and expense claims; issuing invoices for services or grants; recording donations, fundraising proceeds, and grant receipts, and reconciling all bank accounts, petty cash, and credit card statements
The recording in QuickBooks involves fund accounting, as some income is restricted and some is unrestricted.
- Managing and recording the transactions from outsourced payroll and pension providers
- Production of Quarterly management accounts using an Excel template.

- Production of cash flow forecasts
- Attendance at Business Committee Meetings on Zoom 6 times a year
- Preparing the required schedules and liaison with the external Independent Examiner, in order for them to sign-off of the charity's statutory accounts in line with the Charities SORP
- Generating financial analyses required by grant-makers regarding the utilisation of money granted by them to the charity
- Processing gift aid claims
- Working with the Manager and Treasurer to prepare the charity's annual budget
- Supporting the Manager with the management of any capital projects. This may include production of budgets and forecasts and management of specific grants relating to those projects.
- Ad hoc financial support to the Manager and Treasurer

Candidate Specification

- Self-motivated and focused, with an ability to work independently
- Efficient and effective
- Act in accordance with The Nolan Principles
- Interested in supporting our local community, specifically in supporting young people and their mental health/emotional wellbeing
- Proficient in QuickBooks and Excel
- Understanding of GDPR

Qualifications & Experience - Essential

- Qualified bookkeeper/accountant
- Experience of charity finance management

How to Apply

Please submit your CV with a covering letter outlining your interest and relevant experience to the Manager, Deborah Kerpner, at deborah@otrtwickenham.com. Interviews will take place at Off The Record Twickenham in the 2 weeks following the deadline.

For an informal chat about this role please email Deborah on the above email

Closing date for applications: 22 June 2026