



Bookkeeper Required

Overview

Charge my Street is a community benefit society that installs and operates public electric vehicle chargepoints. We use community investment and grants to provide chargepoints and stimulate demand for EVs in areas without off-street parking.

Charge my Street works mainly around Cumbria and Lancashire with a small team of staff, volunteers and contractors. We are looking for a **part time bookkeeper** to work on a contract basis.

The lack of chargepoints is one of the biggest barriers to switching people into EVs and decarbonising transport. Emissions from the transport sector are a big contributor to the climate emergency. The 2030 ban on petrol and diesel cars is really driving interest in chargepoints and we support community groups, councils and small businesses to get chargepoints installed.

The role offers real variety, flexible working and a chance to help reduce carbon emission.

Charge my Street Bookkeeper

Part time - up to 25 hours per month with flexible hours, some months will be less than this. You will need to attend monthly team meetings on Zoom or occasionally face to face in Lancaster.

Rate £20-25 / hour dependent on experience. Preferred that work carried out on a contract basis.

Working from home, ideally based in Lancs / Cumbria

Job Description

- Processing payments, invoices, income and receipts and entering data into Xero accounting software or databases then filing hard copies
- Billing Charge my Street customers, managing our subscribers and paying Charge my Street Chargepoint hosts
- Oversee integration between Xero and our card payment provider, Stripe
- Preparing financial statements showing business income and expenditure
- Paying vendor invoices and tracking bank account balances
- Completing VAT returns
- Verifying the accuracy of business accounts and alerting the Accountant of errors
- Recording any inconsistencies to help the Accountants reconcile inaccuracies

- Developing monthly financial statements including cash flow, profit and loss and balance sheets
- Preparing employee wages and pension contributions
- Managing employee expense claims
- Helping the Accountant with administrative duties and preparing yearly accounts
- Participating in monthly team meetings
- Preparing Purchase Orders and invoices
- Assisting with grant claims and reconciliation
- Managing the Society's share register

Closing date: Monday 24/1/22 at 5pm

Interviews: Friday 28/1/22

Start date: Feb 22

Applying

Please send a copy of your CV and covering letter, outlining how you meet the requirements in the job description to hello@chargemystreet.co.uk If you have any questions or would like to talk about the role, please e-mail hello@chargemystreet.co.uk or call 01524 881401.

[Contact us](#)



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