

Book-keeper (self-employed)



Hours of work: 1 day per week

Reporting to: Co-CEOs

Hybrid Working: Working from our Bristol office or remotely

Rate: Negotiable

Purpose

The purpose of this role is to support the organisation with financial administration on our small Charity and subsidiary CIC's Quickbooks accounting system.

You will be proactive, organised, and a great communicator with strong attention to detail. You will be interested in supporting team members and be process driven.

Ideally you have a passion for our cause and a desire to develop an understanding of all aspects of our work.

You're great with numbers but also want to make a difference through supporting a charity.

Key responsibilities and duties

Financial

- Share weekly income with the team and support fundraising team in allocating income in Quickbooks online
- Checking and creating entries onto our Donorfy CRM system
- Create donation receipts and share with fundraising team
- Manage remittance receipts for payments made to international partners
- Weekly bank reconciliations
- QBs reporting including managing Accounts Payable, Accounts Receivable and Stock
- Process invoices and follow up with our CIC customers, suppliers and partners as needed
- Weekly reconciliation of income and expenditure across all external platforms for both organisations

- Quarterly VAT submissions for trading subsidiary
- Processing staff expense claims as required
- Processing monthly payroll journals, accruals and prepayments as required
- Wider support with new management reporting systems and procedures as required

Expressions of interest

To be considered for this role, please email hr@frankwater.com with:

- Your previous experience as relevant to the role
- Minimum 2 supporting charity client testimonials
- Your hourly charity rates

Application Deadline: 9am, 19th October 2026 (for start from 2nd November 2026)




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For any questions about the role please email hr@frankwater.com