



BOOKKEEPER

Job Specification

hello@chargemystreet.co.uk
chargemystreet.co.uk



COMPANY OVERVIEW

Who are we?

Charge my Street is a community benefit society that installs and operates community public electric vehicle chargepoints, raising money through community shares. Charge my Street has already successfully demonstrated that community investment can provide chargepoints and stimulate demand for EVs in areas without off-street parking by installing chargepoints nationally.

The story so far...

In 2018/19 we successfully installed four electric vehicle chargepoints in Lancashire and Cumbria in a mix of urban and rural locations. From late 2019 we were part of the Scaling On Street Charging project, funded by Innovate UK. The project allowed the network to grow to over 100 chargepoints across England. We work alongside local authorities such as Lancaster City Council, Carlisle City Council, Durham County Council and many more. If you're a resident or a member of a local authority across the UK, get in touch, we will work with you to make your area greener, one chargepoint at a time.



THE ROLE

This part-time opportunity offers flexibility, allowing for up to 40 hours of work per month with adaptable schedules that may vary between months. The position requires attendance at monthly team meetings, conducted via Zoom or occasionally face-to-face in Lancaster, fostering effective communication and collaboration.

Our team are based around the North-West, and work remotely and you will be required to live in the North West.





KEY RESPONSIBILITIES

- 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.
- Cashflow Forecasting.



WHAT WE OFFER

- Rate £20-25 / hour dependent on experience. Preferred that work be carried out on a contract basis.
- Part-time - up to 40 hours per month with flexible hours, some months will be more, and some will be less than this.
- Working from home, ideally based in Lancashire / Cumbria.
- Friendly team.



APPLY NOW

****All potential candidates must have and be able to prove their right to work in the UK****

Please apply by emailing your CV & cover letter, by noon on the 5th of January 2024. Interviews are to be held online on the 15th of January 2024.



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