



Job Opportunity

Headingley Enterprise & Arts Centre (HEART) Bookkeeper (Approximately 15-20 25 hours per month) Hourly rate dependent on experience

Headingley Enterprise and Arts Centre is looking for an enthusiastic and flexible person to join our team as Bookkeeper. You will be the primary person dealing with financial processes for HEART. You will be responsible for the timely and accurate financial reporting for HEART on a monthly and annual basis. Duties include bank reconciliations, processing of invoices and ensuring suppliers are paid in a timely fashion, as well as ensuring any client debt is chased and recovered.

We are seeking someone who has experience of financial or bookkeeping processes as well as the ability to produce accurate and timely monthly management accounts, and annual accounts.

The role is suitable both for a freelancer or for someone wishing to join the HEART team. Remote working is possible but some work – including attending Finance Meetings – is better undertaken in the building.

Full details of the post and how to apply are available on the HEART website at www.heartcentre.org.uk/about/jobs

Closing date for applications is midday on Sunday 26th February 2021.
Interviews will be held via Zoom.

As a Disability Confident and Mindful Employer, we welcome applications from anybody within our community that meets the requirements of the role.

