

# Bookkeeper (Part-time)

## About InfluenceMap

We are a London UK based non-profit think tank, working on the cutting edge of climate and sustainability issues. Our highly original analysis of the climate agenda has been [covered by media globally](#), used and acted on by hundreds of investors and has informed numerous campaigns. We are probably best known for our unique platform for analyzing [corporate lobbying on climate policy](#). Other work streams are the [FinanceMap](#) platform assessing the financial sector and its impact on climate as well as a Japanese collaborative venture (the [Japan Energy Transition Initiative](#)).

Joining InfluenceMap is a great opportunity to be part of a friendly and dynamic team, work with our global network of partners in the finance, media and campaigning worlds and help develop our cutting-edge content which is helping shape the agenda on the climate crisis.

## Position Summary

InfluenceMap is growing rapidly and now has a global team of 25 full-time equivalents projected to double within 2 years. Our main operations are based in London and we have a subsidiary in the US and a team in Tokyo. In line with this growth we now require a part-time Bookkeeper to manage our finances and help the management team plan for future expansion.

## Responsibilities

- Recording financial transactions (in multiple currencies) using QuickBooks Online
- Manage our UK payroll
- Handle accounts payable and receivable
- Maintaining accurate company ledgers
- Processing supplier invoices for approval and payment
- Preparing invoices to funders and monitoring payment
- Produce monthly financial statements, including cash flow, profit and loss and balance sheets
- Monitoring, recording and coding expenses
- Maintenance of our top-level income/expenditure and cashflow forward projections
- Tracking and consolidating incoming grants/funds with contracts
- Prepare information for our auditors (both in the US and UK) on our annual results
- Additional bookkeeping duties as required by the management team

You will report to the Executive Director of InfluenceMap and work with our Operations Manager, Funding Manager, and our UK and US auditors on a continual basis to ensure our books are meticulously kept and the leadership team has enough financial information to plan. InfluenceMap operates a paperless office and you will be expected to be comfortable with effectively using all common software and cloud-based tools.

## Skills, Experience and Qualifications

- Suitable bookkeeping and accounting qualifications
- At least three years' experience in accounting/bookkeeping
- Excellent attention to detail and organizational skills
- Excellent skills with QuickBooks Online and common office efficiency/cloud software tools
- A good university first degree BSc/BA.
- Right to work in the UK

## Salary, Location and Start Date

- Location is flexible but UK location preferred
- Working from home and flexible hours are possible
- Salary depending on experience/qualifications
- This is a part-time position
- Start date Q4 2020 or early 2021

## The Application Process

- InfluenceMap values diversity and provides equal opportunities to all candidates.
- Please provide your CV (two-page maximum), cover letter (one-page maximum) and reference/s in one PDF file, emailed to: [response@influencemap.org](mailto:response@influencemap.org). Please include all the information you wish to be considered in this PDF file.
- Please state clearly in the subject line of your email which position you are applying for
- The closing date for applications is end November, with interviews taking place in December 2020. Early applications are encouraged and will be processed as received.