



Tel: +44 115 784 7418
Email: mail@communityrevolution.co.uk

Accountant

About the job

We are currently recruiting for an **accountant** to work within the admin team of a social enterprise, which offers services (social, digital etc) to local communities and SMEs, particularly those run by (or serving) the following groups:

1. Black ethnic minorities
2. Women
3. Young people (16-24 years old)
4. Migrant families
5. Groups suffering from digital exclusion

We are looking for an individual who is passionate, hands-on and eager to learn. The role is likely to involve working on multiple exciting projects so the individual should be able to multi-task.

Roles and responsibilities

- Tracking payments to internal and external stakeholders
- Preparing budget forecasts
- Processing tax payments and returns



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Experience

Any prior experience in accountancy, administration or business is desirable but not essential.

Skills and Competence

- Ability to work independently as well as part of a team
- Competent in Google Workspace
- Good analytical skills and attention to detail.
- Knowledge of international business, currencies and payment methods.
- Online banking experience for making payments.
- References from prior employers.
- Good communication skills and ability to work under pressure.