

# WORK WITH US!

## Bookkeeper (Part Time - 1 Day per Week)

GoodSAM, a leading ethical technology company that specialises in providing life-saving cloud-based solutions, is seeking an experienced bookkeeper to join the team.

At GoodSAM, we pride ourselves on being lean and agile, delivering a high quality and ethical service, working with some of the world's largest ambulance trusts and police forces. In the UK, GoodSAM is the national volunteering platform, and provides innovative technology that alerts first aid trained volunteers to people in cardiac arrest nearby – allowing CPR to begin prior to ambulance arrival. Thanks to GoodSAM's technology, hundreds of lives are being saved each year.

As a bookkeeper at GoodSAM, you will be responsible for maintaining accurate financial records and managing the company's financial transactions.

### Responsibilities (Include, but not limited to):

- Recording financial transactions: Entering data into the accounting system and ensuring that all information is up to date and organised.
- Reconciling accounts: Ensuring that all transactions are accounted for and match the company's records.
- Managing accounts payable and receivable: You will oversee the company's accounts payable and receivable processes, including issuing invoices, tracking payments, and following up on outstanding balances. This will involve maintaining good relationships with customers and addressing any enquiries or issues related to payments.
- Supporting audits: You will provide support during internal and external audits, ensuring that all requested financial information is accurate, accessible, and properly documented. You may also be involved in implementing audit recommendations and improving internal controls.
- Continuous process improvement: You will actively seek opportunities to improve financial processes, systems, and reporting. This may involve identifying inefficiencies, proposing and implementing solutions, and promoting best practices within the team.

### You will bring:

- Experience from previous roles working within a finance/accounting team as a bookkeeper or in a similar role.
- Technological Proficiency: Experience using Xero accounting software, as well as Microsoft Office/Microsoft 365 Skills - including Word, Excel, Outlook & Teams.
- Bookkeeping and accounting knowledge: A strong foundation in bookkeeping principles, financial transactions, and basic accounting practices is essential. Familiarity with financial statements, general ledger, accounts payable and receivable, and reconciliations is crucial.
- Organisational skills: The ability to manage multiple tasks, prioritize work effectively, and meet deadlines is important for a bookkeeper. Being organized allows for efficient record-keeping, timely payment processing, and effective management of financial documents.

### You will be:

- Able to work remotely and independently as well as part of a small team.
- Happy to get involved across multiple areas of the organisation where needed to support colleagues.
- A strong communicator with excellent verbal, written & interpersonal skills. Effective communication skills, both written and verbal, are crucial for interacting with team members, vendors, and clients.

### Further Information:

- This is a part-time position, working 1 day per week on an initial 1-year contract with a view to becoming a permanent post. Additional hours may become available as the company & role expands.
- This is a remote position and the successful applicant will be expected to have access to their own suitable working environment with adequate internet connectivity.
- Salary competitive & dependent on experience.
- For further information (or to apply for this vacancy), please submit a covering letter & CV to [careers@instant.help](mailto:careers@instant.help), or online via [www.goodsamapp.org/careers](http://www.goodsamapp.org/careers)

