



Social Finance Limited Tintagel House, 92 Albert Embankment, London SE1 7TY
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BOOK KEEPER BASED IN LONDON SE1

About us

Social Finance is a not for profit organisation working in partnership with government, funders and the social sector to achieve sustainable social impact at scale. We are a leading social investment intermediary and a centre of innovation in addressing social issues in the UK and beyond. We have grown from 2 to 80 people in London over the past 11 years. We have sister organisations in the US, Israel, India and the Netherlands.

Social Finance develops sustainable models to drive social change for issues such as homelessness, unemployment, mental health, learning difficulties, education, health challenges and vulnerable children. Internationally, we design outcomes-based models for issues such as maternal and neonatal health, education, employment and access to essential household services delivery.

Since we started 11 years ago, our innovations, including the Social Impact Bond, have mobilised over £500m for social change.

Operating as a private limited company, we look to cover our operating costs with project income and seek philanthropic donations to deliver our mission.

More information can be found on our website www.socialfinance.org.uk

Opportunity

This is an exciting opportunity to join the finance team as we continue to grow. You will work alongside our current book-keeper and Financial Controller, strengthening our finance team as our business grows.

About You

You will be a competent SAGE user, highly motivated, organised and be attentive to detail. You will be comfortable working as part of a team, but also have the initiative to work alone to meet tight deadlines.

You should relish the prospect of working in an entrepreneurial environment. It is essential that you are a good communicator.

The current finance team consists of the Financial Controller and a Book-keeper and works closely with the CEO and COO.



The Role

The book-keeper will be responsible for:

- purchase ledger processing and recording on SAGE; supplier management including aged creditors report
- processing and recording on SAGE of staff expenses and credit cards expenditure; reconciliation to credit card statements
- ensuring up to date processing to assist in weekly cash position analysis
- reviewing P&L monthly reports to ensure accuracy of postings
- providing project expenditure reports
- any other ad hoc financial duties and analysis as required

Why Social Finance?

Social Finance is a leading social investment intermediary and is a centre of innovation in addressing social issues in the UK and beyond. With teams advising Government, Local Authorities, Charities, Social Enterprises and Global Development Organisations, Social Finance offers rich and diverse project-based work for the people that work for us. As well as a competitive salary, Social Finance offers a flexible and family friendly working environment, a generous holiday allowance, a contributory stakeholder pension scheme and other benefits.

Application

Interested candidates should send a CV and covering letter detailing their interest in working at Social Finance highlighting relevant experience to: **finance@socialfinance.org.uk** or by post to Human Resources, Social Finance, Tintagel House, 92 Albert Embankment, London, SE1 7TY.

Applicants that do not include a covering letter will not be considered.

Closing date for applications: 31 January 2019 (we will interview and could recruit prior to closing date)

Social Finance is an equal opportunities employer