

**Job Title: Volunteer Bookkeeper**

**Location: Thanet, Kent**

**Reports To:** Finance Manager (or Director, depending on structure)

**Hours:** Flexible – Approx 2-5 per week

**Position:** Volunteer (Unpaid)

## About Looping the Loop

Looping the Loop is a dynamic and inclusive performing arts company based in Thanet, dedicated to providing performance opportunities for local communities. We support and showcase emerging and established artists through creative and participatory projects, fostering talent and providing a platform for artistic expression. Our work brings people together through the power of performance and creative collaboration, engaging both audiences and performers from diverse backgrounds.

## Role Overview

We are seeking a dedicated and reliable Volunteer Bookkeeper to assist with the management of financial records and accounts for Looping the Loop. The volunteer bookkeeper will play a key role in ensuring the financial health of the organization, helping to maintain accurate records of income, expenses, and financial transactions. By supporting our administrative team, you will help us continue to focus on our core mission of delivering engaging performance opportunities to the local community.

## Key Responsibilities

- **Financial Record-Keeping:** Maintain accurate records of all financial transactions, ensuring they are properly categorized and entered into accounting software (e.g., QuickBooks, Xero).
- **Bank Reconciliation:** Reconcile bank accounts and credit card statements to ensure that all transactions are accounted for and discrepancies are identified and resolved.
- **Invoicing and Payments:** Prepare and issue invoices for projects, services, or performances, and ensure timely processing of payments to vendors, performers, and suppliers.
- **Financial Reporting:** Assist in the preparation of monthly, quarterly, and annual financial reports, including profit and loss statements and balance sheets, for internal use and for funding applications.
- **Budgeting:** Help the team manage and track budgets for various projects, ensuring that expenditure is within agreed limits and that any issues are flagged early.
- **Payroll Assistance:** Support the finance team with payroll processing and ensure accurate payment of staff and freelancers in accordance with contracts and tax regulations.
- **Supporting Funding Applications:** Provide financial data and reports for grant applications, sponsorship proposals, and other funding opportunities.
- **Compliance:** Ensure financial activities comply with relevant laws, tax regulations, and the organization's internal financial policies.

## Skills and Experience

We are looking for a volunteer with the following skills and experience:

- **Previous Bookkeeping Experience:** Ideally, you will have some prior experience in bookkeeping or accounting, particularly in a non-profit or small business environment.
- **Knowledge of Accounting Software:** Experience with the accounting platform QuickBooks.
- **Attention to Detail:** Strong attention to detail, accuracy, and an ability to work with numbers effectively.
- **Communication Skills:** Good written and verbal communication skills to liaise with other team members and provide clear financial updates.
- **Organizational Skills:** Ability to prioritize tasks, manage time efficiently, and work independently.
- **Interest in the Arts:** A passion for the arts and a desire to contribute to a creative and community-focused organization is preferred but not essential.

## What We Offer

- **Flexible Hours:** We understand the importance of work-life balance and are happy to discuss flexible hours that suit your availability.
- **Community Impact:** By volunteering with us, you'll play an essential role in helping to sustain and grow a local performing arts company that benefits the Thanet community.
- **Professional Development:** Opportunity to build and strengthen your bookkeeping skills in a creative and supportive environment.
- **Supportive Environment:** You will work alongside a small, passionate team of individuals dedicated to fostering creativity and inclusion in the arts.
- **Networking:** The chance to become part of a growing network of local artists, performers, and arts professionals.

## How to Apply

If you are interested in this volunteer opportunity, please send your CV and a brief cover letter outlining your relevant experience and why you would like to support Looping the Loop to [loopingthanet@gmail.com](mailto:loopingthanet@gmail.com) ongoing.

We look forward to hearing from you!