**EduSpots UK – Bookkeeper & Admin Support**

Location: Home-based

Reporting to: The Chair of Trustees

Remuneration: Voluntary position

Time Commitment: Flexible but the main work cycle will be monthly, with quarterly & year end   
 reporting. Our year end is December.

**About Us**

EduSpots is a small but rapidly growing education charity dedicated to supporting individuals in Ghana, and the UK, to be changemakers in the world. EduSpots primarily exists to enable community members – whether teachers, parents or students – to realise their ambitions for their community through education. We connect individuals and communities who are passionate about education, and driven to make a difference, in order to achieve our vision of ‘A world in which communities unite to create the future they want to see.’

Until 2019 we were known as ‘Reading Spots’, set up in 2016 to help communities in Ghana build and run local libraries and reading centres known as ‘Spots’. In 2018 we won the Times Educational Supplement’s (TES) ‘International Award’ for the best UK international education project.

By 2019, with a network of thriving ‘Spots’ across Ghana, it was becoming clear that these spaces were developing into wider education places and not just ‘reading’ spots. This combined with the development of our ‘Catalyst’ programmes and the birth of our online courses, it felt the right time for a change of name to EduSpots.

We are excited by our future.

In 2021 Edu Spots will be:

* Continuing to oversee and support the existing network of community-led ‘Spots’
* Rolling out a new and innovative ‘Catalyst’ training programme, giving our volunteers the skills, knowledge and experience they need to lead and influence positive, sustainable change in their communities through their ‘Spots’.
* Managing the amazing growth of our global online courses & Schools Partnership work, enabling more people around the world to effect positive change

**About this role**

As we move into an exciting new phase of development, the role of Bookkeeper & Admin Support – UK, will be key to the smooth financial management of the Charity. We are looking for someone who has:

* A minimum of 1 year relevant experience in bookkeeping and finance
* Experience of preparing management accounts
* Adaptable and flexible approach
* Ability to work on own in a home-based role
* A high level of personal integrity and commitment to volunteering
* Ideally, but not essentially, be based in reasonable proximity to Kent

**Main Duties and Responsibilities**

The key responsibilities of this role are to:

* Complete the monthly bookkeeping
* Prepare quarterly management accounts and other financial reports for Board meetings
* Assist with forecasts and budgets
* Assist with year end and preparation of the Annual Report
* Provide administrative support as required and as per time capacity allows

Additional roles available if of interested to the post-holder:

* Become more involved with the Charity’s finance function including strategic financial planning, financial analysis, process and systems improvement and grant management.

**If you are motivated by our ethos, committed to bringing about positive change and have the skills and experience we need, we would love to hear from you. If you would like to discuss the role in more detail please do contact us at** [**info@eduspots.org**](mailto:info@eduspots.org) **and will be in touch.**

**Or to apply please send your CV with a covering letter to Cat Davison, Chair, at** [**info@eduspots.org**](mailto:info@eduspots.org)

*EduSpots is committed to the safeguarding of children & vulnerable adults. Appointment will be subject to child protection screening appropriate to the post.*

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