

AUGUST 2022

ACCOUNTS ASSISTANT PART-TIME, 21 HOURS PW



ROLE: ACCOUNTS ASSISTANT (21 HOURS PER WEEK)
REPORTING TO: FINANCE MANAGER
LOCATION: ROTHERHITHE / REMOTE HYBRID
SALARY: £22,500 (PRO-RATA)

MEANWHILE SPACE RECRUITING

VISIT [MEANWHILESPACE.COM/CAREERS](https://meanwhilespace.com/careers) FOR MORE INFO

WHO WE ARE...

Meanwhile Space CIC is the pioneering social enterprise at the forefront of Meanwhile uses, creating vibrant communities by bringing temporarily redundant space into productive use.

Meanwhile Space unlocks underused space for the benefit of community cohesion, placemaking and enterprise. This is typified by finding wasted space, transforming unloved visible, interesting, dilapidated, difficult buildings, into something useful.

People starting out struggle to find space to start and grow their creative or social enterprise. Meanwhile Space brings vacant assets into use for affordable and easy access space for startup enterprises, communities, and better places. In 2021 Meanwhile Space has a company turnover of £1.2m and is currently operating a total of 110,000 ft², with 160 tenants, in 24 Meanwhile Spaces. Over 85% of the tenants in our projects live in the local area, and we have worked with 14 London Boroughs, primarily in outer London.

As part of our forward-thinking and creative organisation, our team thrives through a culture of independence, trust and agility. We are design-led risk takers who love to adapt & move fast and use our experience and expertise to bring ideas to life - and we are all driven by our passion for the work we do to enhance and help the communities around us.

OUR VALUES

We live and breathe these in our every day lives and this can guide our decision making...

We like to try new ways of doing things

We are prepared to be bold and take risks

We are able to adapt our approach quickly

We're up for the challenge





THE ROLE & OPPORTUNITY

We are looking for two part-time Accounts Assistants to work with our Finance Manager on our day to day accounts - including invoicing, reporting, reconciling accounts. This would suit someone with at least one year's experience in a similar role, who would like to gain more experience in Finance and Accounting. We are looking for someone who is well-organised, able to work to strict deadlines and who has tons of initiative.

WHAT YOU'LL BE DOING...

- Support the Finance Manager with **month end duties**
- Reconcile the **sales ledger accounts** and cover for purchase ledger
- **Invoice Processing** - to prepare customer invoices using **Xero** on a monthly basis, Set up repeat billing and some credit control.
- **Contact customers** by telephone, email and letter to encourage collection, handle invoice queries and manage dispute process in a timely fashion
- Coordinate with relevant departments on remedial action for overdue amounts
- Support with the quarterly **Vat returns** for two companies
- Reconcile the **inter-company balances**
- Oversee the **sales ledger and reconcile** the income side of the bank
- Support with other **ad hoc duties** as the need arises

WHAT YOU'LL BRING TO THE TABLE...

- Experience with Xero is highly desirable
- Preferably educated to AAT level or qualified by experience
- Knowledge of double entry bookkeeping
- Intermediate Excel skills
- Experience using Microsoft Office suite
- Tons of initiative

WHAT YOU'LL GET FROM WORKING AT MEANWHILE SPACE...



- A very positive and cultivating working culture
- Care & investment in your career at Meanwhile Space and how you progress
- Autonomy over your work, and independence
- The chance to make a real impact on the society you live in and bring huge benefits to wider communities
- Flexible working pattern - with a hybrid of office, on-site and remote working
- Working in our amazing 'The Hithe' shared office space, with hot desking & full facilities
- 22 days holiday (+ bank holidays), increasing by 1 day every year after 2 years
- Extra day off for your birthday
- Employee Assistance Program
- Monthly team-building lunches
- Well-being program built to support you in the workplace

"WE HAVE A REALLY STRONG & SUPORTIVE WORKPLACE CULTURE, ALLOWING OUR INDIVIDUALS TO THRIVE AND HAVE A SUPER WORK/LIFE BALANCE"

LOUISE, PROJECT DIRECTOR

GET IN TOUCH...

WE WANT TO HEAR FROM YOU IF THIS ROLE EXCITES YOU!

**PLEASE SEND YOUR CV AND A COVER LETTER TO
HIRING@MEANWHILESPACE.COM**

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Meanwhile Space is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or sexual orientation.



EMILY BERWYN
EXECUTIVE DIRECTOR



EDDIE BRIDGEMAN
EXECUTIVE DIRECTOR



LOUISE BROOKS
PROJECT DIRECTOR