



## Book Keeper, Our Sale West

**Part-time:** 7 hours per week spread across a maximum of 2 days

**Salary:** £25,409 full time equivalent

**Contract:** 12 months initially, to be reviewed after 3 months

**Location:** Based in Sale West Youth Centre, Newbury Avenue, Greater Manchester

**Hours:** Flexible working pattern across the week with at least one full day in the office. Some evening and weekend work required on occasions

**Line Manager:** Chief Officer

### Benefits

- 25 days holiday pro rata plus bank holidays
- Pension scheme
- Supportive, friendly team culture
- The chance to make a real difference in your local community
- Flexibility to balance work and life

---

### About Our Sale West

We speak up for the needs of our community, working with and for local residents to build a stronger community. Our aim is to help everyone in Sale to live healthier, happier lives and to reach their full potential.

We listen, we connect people together, and we help make the things happen that are important to our community. From family fun days and community trips to lunch clubs and a bike hub, from training courses to things for young people to do in the evening.

Based at the Sale West Youth Centre, we also run the Sale Support Hub, providing advice and support to people facing cost-of-living and other challenges, open five days a week.

Our board is made up of Sale residents who help shape the work we do. Together we are building a more connected community.

**Find out more:** [www.oursalewest.co.uk](http://www.oursalewest.co.uk)

---

## **The role**

### **Key responsibilities**

#### **Job description:**

- Keep up to date accurate records of income and expenditure: donations, funding, payments received, and expenses using OSW accounts system Quickbooks and any other apps as required
- Code income and expenditure to projects in quick books to correct cost category and set up new projects when needed
- Code payroll information to projects in Quickbooks to allow accurate reporting of staff costs for projects
- File evidence to support payments and receipts in Quickbooks
- Create outgoing invoices and pay incoming invoices. Chase unpaid invoices until paid.
- Set up clear budgets in QuickBooks which allows for tracking of restricted and unrestricted funds to ensure accurate allocation to projects.
- Oversee a petty cash system, including withdrawing cash and keeping clear records.
- Process and pay staff and volunteer expenses.
- Reconcile bank statements against actual monthly payments.
- Manage a monthly finance checklist in line with OSW finance procedures and update procedures for any new finance processes that are introduced
- Produce monthly management accounts and financial reports both income and expenditure and budget v actual for the CEO of the charity and Finance Trustee
- Support the staff team by supplying information for funding bids, accounting, board meetings and anything else that is required.
- Assist with annual accounts preparation and support with independent examination
- Participate in team meetings and away days as required for the role.

### **Person specification – what you'll bring**

#### **Key Skills required:**

- Experience of using finance systems ideally QuickBooks and bookkeeping
  - Strong excel skills with some knowledge of using financial operational procedures to ensure good financial control
  - Understanding of basic accounting principles
  - High attention to detail
  - Able to work independently to manage day to day finances, reporting to CEO
  - Ability to work in a small team, with a flexible and collaborative approach
-

## How to apply

We'd love to hear from you if you think this role could be a good fit.

**To apply, please send us:**

**1. Your CV** – no more than 2 pages

**2. A covering letter** – no more than 2 pages, telling us:

- Why you're interested in this role and Our Sale West
- How your experience and skills match what we're looking for
- What you think you could bring to the role

**3. Contact details for two referees** – we'll only contact them if we offer you the role

**Send your application to:** [clare.standish@oursalewest.co.uk/enquiries@oursalewest.co.uk](mailto:clare.standish@oursalewest.co.uk/enquiries@oursalewest.co.uk)

**Deadline: Monday 20th April 2026**

**Interviews:** 27th/28th April, in Sale

We'll send you more details about the interview in advance, including a short task.

**Questions or want an informal chat?**

If you'd like to find out more before applying, please contact Clare Standish on 07920291873

---

## Equal opportunities

Our Sale West is committed to equality of opportunity. We welcome applications from people of all backgrounds and particularly encourage applications from people who are currently under-represented in the charity sector.

If you need any adjustments to the application or interview process, please let us know and we'll do our best to accommodate your needs.

---

*Our Sale West is a registered charity (CIO 1171262)*

[www.oursalewest.co.uk](http://www.oursalewest.co.uk)