



## **Volunteer Bookkeeper**

### **Whitchurch Silk Mill**

With 200 years of history, Whitchurch Silk Mill is the oldest silk mill in the UK still in its original building. Still operating today, we need you to help us tell the stories of its journey from its Georgian beginnings to modern day weaving – using all of the traditional techniques.

### **Location**

Whitchurch Silk Mill, 28 Winchester Street, Whitchurch RG28 7AL.

### **Purpose of the Role**

The Mill has a busy office that needs to keep up to date with the day to day running of the Mill. We are looking for someone to help with the financial management of the Mill.

### **Tasks**

- Post all receipts and payments onto the petty cash spreadsheet, check, and reconcile.
- Prepare cash floats for events.
- Prepare the weekly banking reports and monthly timesheet spreadsheet.
- Maintain records, including HMRC Gift Aid.
- Process invoices and payment requests
- Prepare month-end reports from ePos, PayPal, Stripe
- Prepare and send invoices to customers
- Review income and expenditure against the agreed annual budget, preparing a monthly report for the Visitor Experience and Operations Team.
- Assist the Mill's accountants with any queries
- Scanning, filing and other administrative duties
- We are always looking for ways to improve how we do things and would like to become more digital in the way we manage our records

### **Skills & Experience:**

Friendly manner, welcoming and efficient, methodical, and organised. Ability to work on own initiative and as part of a team.

We use excel for all our financial management, so we are looking for someone who can use spreadsheets, outlook, and basic online programmes and who is well organised, methodical, numerate.

### **Time Commitment**

Approximately two half days per week, it will be possible to split this role.



### **Training and Support**

You will be given induction training into the various aspects of mill life. You will receive specific training for your role.

### **Age Requirement**

16+

### **Benefits to Volunteer**

Opportunity to gain practical experience in a professional environment.

### **Application Process**

- CV
- Informal meeting
- Settling-in period
- Please note that two satisfactory references will be required.

### **Contact Information**

Sue Tapliss

T: 01256 892065

E: [info@whitchurchsilkmill.org.uk](mailto:info@whitchurchsilkmill.org.uk)