

## Job Opportunity: Self employed Bookkeeper (Part-time)

Location: Remote  
Hours: Flexible up to 6 days per month

### Join our team and help make a difference

Due to the recent growth of the charity, **Plum Village UK** (The Community of Interbeing) is inviting applications for a self-employed bookkeeper. This is a remote position for approximately 4-6 days per month, starting in May.

We are looking for an organised, reliable, and values-driven individual to support the financial operations of Plum Village UK and the Being Peace Practice Centre project, helping us continue our mission. As our Bookkeeper, you'll play a key role in maintaining accurate financial records, supporting budget management and working closely with our charity team and trustees. You'll bring structure and clarity to our financial processes, enabling us to operate effectively and sustainably.

### Key Areas of Work and Responsibilities

- Maintain and reconcile financial recording using accounting software (Xero)
- Download reports for manual reconciliation by manual journal entries
- Prepare monthly reports for the team and board
- Assist with expense claims
- Support preparation of annual accounts for independent examination
- Monitor cash flow and budget tracking
- Process Gift Aid Claims

### Essential Criteria:

- Proven experience as a bookkeeper, ideally in a non-profit or small business
- Proficiency with accounting software (Xero)
- Proficiency with Excel and manipulating data using filters
- Excellent attention to detail and organisational skills
- Ability to work independently and manage time effectively
- Strong communication skills and a collaborative approach

### Desirable Criteria:

- AAT qualification or equivalent
- Familiarity with charity reporting requirements (Charity Commission, Companies House)
- Experience working with remote teams
- Practice in the Plum Village tradition

### Right Livelihood:

The majority of our team are volunteers who offer incredible and committed service to the project. As part of our practice is to offer dana (generosity based on what you can afford), we are asking applicants to consider what they might reasonably be able to offer to the community. Recognising that not all members of our community can afford to offer their time, applicants may wish to apply for this role either on a voluntary basis or as a paid position. Please note that the selection process will prioritise the most skilled and suitable candidate based on the criteria outlined above, irrespective of their preference for a paid or voluntary role.

### Pay and Terms:

- Volunteer or paid at negotiable rate £18 - £25, depending on experience and circumstances
- Remote working, for up to up to 6 days per month, starting in May 2025
- Self employed basis

This role will report to **Jan Hempsall, Treasurer**. We welcome applications from all backgrounds and are committed to creating a diverse and inclusive environment.

If you are passionate about mindfulness, community-building, and supporting the growth of a new practice centre, we invite you to apply by emailing your CV and a cover letter to [roles@plumvillage.uk](mailto:roles@plumvillage.uk) by **30th April 2025**. Interviews will be held in the first week of May.

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