

Home-Start Wandsworth (HSW) Bookkeeper / Finance Manager

Home-Start Wandsworth is seeking a qualified bookkeeper to join its staff team of 10 in a part-time Finance Manager role. The successful applicant will be supported in the role by the Managing Director with financial oversight by the Treasurer.

Contract: Freelance or Part-Time: 3-5 hours per week

Location: Hybrid or remote working. Home-Start Wandsworth is an employer that values flexibility and employs a hybrid model of working

Benefits: Flexible Retirement Plan with a contribution from Home-Start Wandsworth of 6% of salary, Death in Service Benefit of 3 x annual salary

Salary: £25 per hour

Closing date for applications: Friday 4 September 2026 (Please note that interviews will be conducted on a rolling basis, and the vacancy may close earlier if a suitable candidate is found).

Send a CV to director@homestartwandsworth.org.uk

About Home Start Wandsworth:

Being a parent is never easy. But for some the challenges are even harder. Home-Start supports parents with children under 5, to overcome those additional challenges such as poverty, mental health or social isolation. Our volunteers work with families to build their strengths and give them the practical or emotional support they tell us they need. We offer non judgemental, compassionate and confidential help to make sure every child gets the best start in life.

Home-Start is a federated charity consisting of a central national office – Home-Start UK - and 178 geographically dispersed local Home-Start organisations, all working together under the same identity. Home-Start Wandsworth is one of those local organisations.

Role Description:

The Bookkeeper's role is to manage the charity's day-to-day financial matters. They will ensure transactions are accurately recorded, maintain compliance with statutory and charity requirements and track specific project funds so the organisation can report transparently to donors and trustees.

Responsibilities include:

- Dealing with all of the day-to-day financial activities of the charity (the charity uses Xero). In particular, processing and setting up for payment, supplier invoices and expense claims; issuing invoices for services or grants; recording donations, fundraising proceeds, and grant receipts, and reconciling all bank accounts, petty cash, and credit card statements
- The recording in Xero involves fund accounting, as some income is restricted and some is unrestricted.
- Managing and recording the transactions from outsourced payroll and pension providers
- Production of Quarterly management accounts from Xero and/or using an Excel template.

Job Description



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- Production of cash flow forecasts
- Attendance at some meetings (eg Finance and Operations meeting)
- Preparing the required schedules and liaison with the external Independent Examiner, in order for them to sign-off of the charity's statutory accounts in line with the Charities SORP
- Generating financial analyses required by grant-makers regarding the utilisation of money granted by them to the charity
- Processing gift aid claims
- Working with the Managing Director and Treasurer to prepare the charity's annual budget
- Ad hoc financial support to the Managing Director and Treasurer

Candidate Specification:

- Qualified bookkeeper - Essential
- Experience of charity finance management - Essential
- Proficient in Xero and Google Sheets / Excel - Essential
- Self-motivated and focused, with an ability to work independently
- Excellent verbal communication skills
- Understanding of GDPR
- Efficient and effective
- Interested in supporting our local community
- The ability to work flexibly within reason in line with financial deadlines