

EARTH PATHWAYS

Inspiring Our Connection to the Land

Work with Earth Pathways Diary: www.earthpathwaysdiary.uk

EARTH PATHWAYS DIARY BOOKKEEPER

Closing date: **Monday 12th August 2024, 5 pm**

Interviews: **Thursday 22nd August 2024, via Google Meet**

About Us

Earth Pathways is a small eco publishing Cooperative based in Derbyshire since 2008. We celebrate the work of artists and writers who share a deep love for the land and a desire to live with appreciation and responsibility for this beautiful planet.

We publish the Earth Pathways Diary and Earth Pathways Wall Calendar every year.

Our Diary journeys through the seasonal cycle of the year, with a focus on the eight Earth Festivals. Our Calendar is hopeful, heart-led and celebratory. Together they are an inspiration full of magical words and images inspired by a deep love for the Earth and positive environmental change.

DESCRIPTION OF SERVICES

About You

We're looking for a freelance bookkeeper who shares our values to become a member of our Cooperative. It would be a bonus (though not essential) if you have some knowledge of e-commerce accounting and the retail and wholesale publishing industry. You'll be happy to work from home, on a self-employed basis (an average of 12 hours per week) on your own computer, and to regularly get together with our team on Google Meet. You'll have an affinity for our mission: inspiring our connection to the land.

Services Required

- Regular processing of sales, purchases and bank transactions using Xero
- Check all regular Direct Debits have gone through the bank.
- Collate team hours and expenses ready for payment
- Prepare month-end and year-end routines, and post all journals
- Prepare bills ready for approval and payment.
- Complete and check the UK VAT return ready for submission
- Manage the billing relationship with our landlord.
- Reconcile bank statements and Stripe transaction reports to Xero.
- Prepare bi-annual royalties statements for journal contributors.
- Analyse sales trends and report to management
- Prepare budgets, and present monthly management accounts
- Work collaboratively to cost new products and services.

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- Look for trends and data that supports decision making about prices for new products.
- Prepare and finalise the annual accounts.
- File the Annual Returns and pay any outstanding Corporation Tax
- Support the Management Committee with policy document writing.
- Play an active role as a Member of the Cooperative, making joint decisions at regular monthly meetings.
- Collaborate with the team to launch new sales channels
- Work with the team to source, implement and test new systems and processes that improve our workflows.

Person specification

- A desire to work with a not-for-profit earth-centred cooperative that prioritises support for the environment, artists and writers
- A team player with a commitment to collective decision making
- AAT or equivalent bookkeeping qualification, with at least 2 years' post-qualification experience
- Self-employed, or prepared to be self-employed and responsible for your own tax and national insurance contributions.
- Tech-savvy or at least tech-curious, able to adapt quickly to new software.
- Experience of using Xero, Google Workspace and preferably WooCommerce.
- Some experience of writing policy documents would be very helpful.
- An organised self-starter, pragmatic with a love of systems, processes and spreadsheets and a willingness to devise and implement improvements to our current workflows.
- Supportive of Earth Pathways Values: passionate about earth care, environmentally-aware, uplifting, collective, and kind.

Hourly rate is £19.25 per hour, paid monthly on invoice.

Full handover will be arranged.

How to apply

We need a CV with a covering letter outlining how you meet the criteria outlined above. We're also keen to hear how you might juggle this alongside any existing commitments.

Send the CV and covering letter to us by email to admin@earthpathwaysdiary.co.uk.

If you would like to discuss any aspect of cooperative membership, please get in touch by email to admin@earthpathwaysdiary.co.uk with your contact telephone number and we will call you back.