



## IVY HOUSE COMMUNITY PUB LIMITED

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### **Bookkeeper – Ivy House Community Pub Limited**

Ivy House Community Pub Limited is looking for a bookkeeper to take on our accounts processing.

This administrative role involves reconciling our financial transactions with our accounting system and bank records. This allows us closely to monitor and analyse our trading position and prepare quarterly VAT returns and annual accounts.

The bookkeeping will require a time commitment of approximately 30 hours a month, dependent on workload, and involves processing paperwork including trade invoices, weekly till takings and payroll, and reconciling this with our bank account using the Xero accounting package. The role requires some work to be carried out on the premises, but remote working is also possible. The role may include additional administrative support for the business, to be discussed at interview.

Previous experience of bookkeeping is essential. The work will be overseen and line managed by the Financial Director on behalf of the Management Committee, but will also involve liaising closely with the General Manager and key pub staff.

Candidates should send a CV and covering letter to [recruitment@ivyhousesunhead.com](mailto:recruitment@ivyhousesunhead.com).

The closing date for applications is 17:00 on Friday 30 November.