



Job Description

Bookkeeper (Ad Hoc / Casual)

About Education Alliance for Life Chances

Education Alliance for Life Chances (EALC, registered charity 1211984) is a Bradford-based charity working to improve children and young people's life chances across the district. EALC brings partners together through three areas of work: Act Locally (place-based convening in local communities), School Health Hubs (embedding health support in schools), and EDSP, the SEND Electronic Developmental Support Passport, a district-wide programme rolling out to schools. EALC is a small, fast-growing organisation, with income and funded programmes increasing significantly over the past year.

www.educationalallianceforlifechances.org.uk

Purpose of the role

EALC is looking for an ad hoc, hourly-paid Bookkeeper to support the Director with day-to-day financial record-keeping on Xero. As EALC's funded programmes grow the volume and complexity of bookkeeping has increased, and this role will help keep financial records accurate, current and ready for reporting, audit and funder requirements.

Key responsibilities

- Day-to-day bookkeeping on Xero, keeping records accurate and up to date
- Processing invoices, receipts and expenses
- Bank reconciliation on a regular basis
- Supporting periodic reconciliation ahead of reporting to the Director and trustees
- Liaising with EALC's accountants to support year-end accounts preparation and the annual audit
- Supporting Gift Aid claims and accurate donation record-keeping
- Maintaining clear records across EALC's different funding streams (restricted and unrestricted)
- Supporting PAYE and other statutory reconciliations as required
- Flagging queries, discrepancies or anything unusual to the Director promptly

Person specification — essential

- Proven bookkeeping experience, ideally within a charity or small organisation
- Working knowledge of Xero, or the ability to pick it up quickly
- Confident with reconciliations, purchase/sales ledger and expense processing
- High level of accuracy and attention to detail
- Able to work flexibly and independently, fitting hours around EALC's needs
- Comfortable liaising with external accountants and auditors
- Discreet and trustworthy in handling financial and sensitive information

Person specification — desirable

- Experience with restricted/unrestricted fund accounting in a charity setting
- AAT qualification or equivalent bookkeeping qualification
- Experience supporting Gift Aid claims
- Familiarity with small charity governance and reporting requirements

Role details

Job title	Bookkeeper (Ad Hoc / Casual)
Reports to	Kathryn Loftus, Director
Location	Bradford — hybrid/remote working possible
Contract	Casual / ad hoc, hourly paid — not a fixed part-time or full-time post
Hours	Flexible, agreed with the Director according to workload
Pay	Competitive hourly rate, to be confirmed following local benchmarking

How to apply

Please send a CV and a brief note of your availability and hourly rate to Kathryn Loftus, Director, EALC, email:

kathryn@educationalallianceforlifechances.org.uk

Closing Date: 31st October 2026