

Part-Time Bookkeeper – Alison Jacques Gallery

Contract Type: Part-time (3 days per week)

Location: On-site, Mayfair, London

Pay: Competitive, dependent on experience

About the Role

Alison Jacques, a leading contemporary art gallery based in London's Mayfair, is seeking a highly organised and experienced Bookkeeper to support the Finance function on a part-time basis. The successful candidate will work closely with and report directly to the Finance Director, playing a critical role in ensuring the accuracy and integrity of the gallery's financial records. This is a hands-on position ideal for a diligent, self-motivated, and detail-oriented individual with a strong grounding in financial processes and a proactive approach to continuous improvement.

Key Responsibilities

- Full management of day-to-day bookkeeping, including maintenance and reconciliation of multiple accounts (GBP and foreign currency)
- Preparation and reconciliation of bank accounts and oversight of cash flow
- Set up and process weekly BACS and other payments
- Prepare and submit quarterly VAT returns and ensure full HMRC compliance
- Navigate and apply multiple VAT schemes used by the gallery (e.g., standard, margin scheme, TA import 5%, outside the scope)
- Process monthly payroll, pension contributions, and associated HMRC submissions
- Manage accounts payable and receivable, including issuing sales invoices and following up on outstanding payments
- Assist in the preparation of monthly management accounts and support the month-end close process
- Track and report on project costs, budgets, and profitability
- Process and allocate credit card and cash expenses; oversee staff personal expenses and submit for approval
- Support Anti-Money Laundering (AML) compliance checks and procedures
- Assist in the preparation of annual statutory accounts
- Provide general financial support and carry out ad hoc duties as required by the Finance Director

Skills & Experience Required

- Proven experience in a similar bookkeeping or finance role
- Strong understanding of UK GAAP and VAT compliance
- Prior exposure to HMRC submissions (VAT, PAYE, etc.)
- Understanding of AML policies and procedures (training can be provided)
- Familiarity with multi-currency transactions and reconciliations
- Prior experience in a commercial gallery or similar creative environment (preferred)
- Proficient in accounting software (Xero would be desirable) and Microsoft Office suite, especially Excel
- Knowledge of indirect taxation rules, including EU VAT (desirable)

Key Attributes

- Highly organised with exceptional attention to detail
- Strong analytical and problem-solving skills
- Ability to prioritise tasks and meet deadlines independently
- Professional, discreet, and able to handle confidential information of the utmost care
- Strong communication and interpersonal skills
- A diplomatic and collaborative team player
- Proactive mindset with a hands-on approach to problem-solving

To Apply

Please submit your CV and a brief cover letter to andrea.marcelli@alisonjacques.com. We are looking to fill this role as soon as possible and will be reviewing applications on a rolling basis.