

# Job Title: Bookkeeper & Buyer (Part-Time)

**Location:** Hybrid (minimum 1 day/week in-office – Suffolk-based)

**Hours:** 1-2 days per week

**Start Date:** September 2025

**Salary:** £28,000 FTE

## Join the She Grows Veg Team!

We're a fast-growing, female-led business on a mission to make growing your own vegetables exciting, accessible, and sustainable. Based in Suffolk, *She Grows Veg* is known for our bold approach to gardening—celebrating heirloom seeds, zero-waste practices, and creative growing solutions.

We're looking for a confident, organised and proactive **Bookkeeper & Buyer** to join our small, innovative team.

---

## Key Responsibilities

### Bookkeeping:

- Reporting to the Finance Manager, the Bookkeeper will manage day-to-day bookkeeping tasks using Xero accounting software, including:
  - Processing purchase and sales invoices, receipts and payments in a timely manner
  - Ensuring accuracy of financial records
  - Reconciliations and investigating of anomalies
  - Assisting with year end

### Buying Support:

- Liaise with suppliers to place and track product orders for the retail range
  - Monitor inventory and support planning of seasonal purchasing in collaboration with inventory manager
  - Coordinate delivery schedules and maintain accurate order records
  - Work closely with our operations and fulfilment teams to ensure stock efficiency
-

## What We're Looking For

- Proven experience in **bookkeeping** (Xero or similar software)
  - Strong **numeracy, organisation, and attention to detail**
  - Comfortable using spreadsheets, online systems and email
  - Willingness to learn and support purchasing activities
  - A team player who's happy to roll up their sleeves in a small business setting
  - Passion for sustainability, growing, or food is a bonus!
- 

## The Role

- **Part-time:** 2 days per week (1 day must be in our Suffolk office)
  - **Hybrid working:** Flexibility to work from home with in-office collaboration
  - Be part of a **creative, mission-driven business** with big ambitions
  - Help shape the way we grow—literally and financially
- 

## Apply Now

If you're a self-starter who loves numbers, organisation, and sustainability, we'd love to hear from you. Please send your CV and a short covering email to [jobs@shegrowsveg.com](mailto:jobs@shegrowsveg.com). Applications close on 31st July.

---