



Person Specification

Job Title: Part-time Bookkeeper

Area	Essential	Desirable	Measure
Education	<ul style="list-style-type: none"> • Educated to GCSE Level • Basic English Language 	<ul style="list-style-type: none"> • GCSE in Maths • Professional bookkeeping/accountancy qualification • CLAIT • European Driving License 	CV AF QC
Knowledge and Experience	<ul style="list-style-type: none"> • Significant experience as a bookkeeper or financial/management accountant • Highly Proficient with SAGE software • Highly skilled in the use of MS Excel spreadsheets • Confident MS Office user, particularly Word and Outlook • Experience of preparing management accounts and financial reports • Good computer skills especially with databases and financial software 	<ul style="list-style-type: none"> • Advanced level of working with Excel spreadsheets • Experience in establishing systems, processes and controls for maintaining financial records • Experience of preparing annual statutory accounts • Experienced in fund accounting for Charities • Experience in preparing annual accounts to SORP standards • Able to produce relevant statistics, reports and presentations when necessary • Experienced in supervising staff and volunteers 	AF I
General skills and behaviours	<ul style="list-style-type: none"> • Good organisational skills • Ability to manage and prioritise own work • Able to work on own initiative with minimum supervision • Able to work quickly and accurately • Good concentration and attention to detail • An ability to work to deadlines • Be honest, discreet and trustworthy. 		CV I

Key: - **AF** = application form, **I** = Interview,
CV = Curriculum Vitae, **QC** = Qualification Certificates