



**Part-time Bookkeeper – Approximately 7 hours per week, £12.50 per hour.**

Knowsley Disability Concern is a registered charity working in the community to help people with disabilities live independently. We provide a range of support services including advice and information about direct payments and specialist independent advocacy services.

We are looking for a part time, experienced, bookkeeper to maintain an accurate record of the charity's financial transactions and administer the accounts function.

The ideal candidate will have a hands-on/can-do attitude and proven ability to work well on their own in a small office environment. This is a sole role and it is essential that applicants have prior experience of managing the accounts function for a small business with minimum supervision. A high level of proficiency in Sage as well as the use of Microsoft Excel to produce reports is also essential. The role includes:

- double-entry book keeping
- processing sales and purchase invoices
- receipts and payments
- petty cash
- bank reconciliations
- balancing accounts
- preparing and posting period and year-end accruals and prepayments
- preparing cash flow statements, producing reports
- supporting the preparation of year-end statutory accounts.

For an application pack including a detailed job description and person specification, email [recruitment@kdc.org.uk](mailto:recruitment@kdc.org.uk) or alternatively download the pack from our website at [www.kdc.org.uk](http://www.kdc.org.uk)

**Closing date for applications is Wednesday, 6 June 2012. No Agency Staff**

Note: Applications from people with a disability are encouraged. All applications will be short-listed against the criteria set out in the person specification so it will be important to include in your application an explanation of how your knowledge, skills and experience demonstrate your suitability for the post.