

BookKeeper

Person Specification

	<u>Essential</u>	<u>Desirable</u>
<p>Qualifications Qualified by experience, or hold a recognised accounting qualification or working towards one.</p>		✓
<p>Skills & Abilities We are looking for someone who can demonstrate the following: Ability to work accurately with an understanding of content Ability to deal with a variety of daily issues, meet deadlines, work under pressure and prioritise work with minimum supervision Strong communication skills both orally and in writing The ability to build strong working relationships with stakeholders Ability and willing to work as part of a team, taking responsibility for own accountabilities whilst supporting and sharing knowledge with others to ensure timely and accurate reporting An ability to identify and implement system/process improvements</p>	✓ ✓ ✓ ✓ ✓	✓
<p>Experience We are looking for someone who can demonstrate experience of: Preparation of regular management accounts, including variance analysis Reviewing information, providing commentary and audit trail Working within the not for profit sector Providing book keeping support for multiple organisations A minimum of 4 years bookkeeping experience with a solid work history</p>	✓ ✓ ✓ ✓ ✓	✓
<p>Special Knowledge We are looking for someone who can demonstrate: Fully competent in using accounting software packages and MS Office applications, specifically Excel to at least intermediate competency Able to maintain confidentiality at all times</p>	✓ ✓	
<p>Personal Qualities We would like someone who: Is able and happy to work flexibly to meet the needs of the organisation Has a natural ability to network and form relationships A willingness to professional grow and develop and learn new skills Understands how to proactively listen to others</p>	✓ ✓ ✓ ✓	

Selection will be made according to how closely your application matches the requirements of this specification.