

JOB SPECIFICATION

Job Title: Part Time Bookkeeper

Based: OS05 Washington Business Centre, 2 Turbine Way,
Washington, Tyne & Wear, SR5 3NZ

Role:

The role is a part time Bookkeeper/Accounts Administrator with experience and knowledge to provide a wide range of bookkeeping and support services. This is a small but busy environment so the ability to work under limited supervision is essential. You will be required to provide holiday cover when necessary for other members of the team.

Key Responsibilities:-

- Posting all transactions using Online Cloud Accounts Software, eg Xero
- Input Supplier Invoices & Credits
- Monthly Bank Reconciliation
- Self Assessment Tax Returns
- Upkeep of expenses records
- Payroll
- Auto enrolment

Skills Required

- Good numerical and verbal reasoning
- Exceptional organizer
- Ability to work under minimal supervision
- An excellent telephone manner
- Proficient skills in Word, Excel, Outlook and PowerPoint.

Qualifications Required

- GCSE's or equivalent Grades A or B - particularly in English and Maths
- Bookkeeping Qualification - equivalent of ICB Level 3

Personal Qualities

- Confident
- Reliable
- Hardworking
- Punctual