



## **Part time Book keeper / Accounts Assistant**

This is a part time role working flexibly across 8-10 hours a week

Main roles will include but not limited to:

- Communicate in a friendly but professional manner with our colleagues and clients
- Your main responsibilities will involve drafting accounts, journals, bank reconciliations, sales ledger and purchase ledger, credit control and the ability to modernise how certain aspects of the accounts are done.
- Support the team in building forecasts and budgets.
- Provide management information to the board of Trustees.
- Have the skills to work well in a team to meet deadlines
- Prepare working papers and accounts
- You should be competent on Microsoft Word, Excel, Xero, and be able to learn new accounting programs.
- The ideal candidate will be self-motivated, and work well under direction from the Board of Trustees.

Requirements:

- AAT Qualified (will consider someone Part Qualified with right experience)
- Will consider QBE (Qualified by Experience) if you can demonstrate the ability to produce accurate accounts and reports.
- Willingness to take ownership of the role and really make it their own.

Benefits:

- Competitive pay
- Flexible working hours to suit the right candidate
- Lovely rural location with free parking
- Working for a small charity that supports families and young people with addition needs and disabilities

How to Apply

Email [sammy@letsplaybanbury.org](mailto:sammy@letsplaybanbury.org) for an application form

All applications must be received by Friday 18<sup>th</sup> January 2019