

SNAAP (Special Needs Advisory & Activities Project)

Part-Time Bookkeeper

Location: Herne Bay
Hours: 3 hours per week (preferably on a Monday)
Salary: £10 an hour

SNAAP is a local charity helping disabled children and their families. Due to expansion we require a Bookkeeper for our busy and very friendly office.

Job Description

Duties will include:

- Sales and Purchase ledger
- Basic credit control
- Bank reconciliations
- Monthly figures and reporting
- Preparation of End of Year Accounts
- General office administration

You will also be expected to work in accordance with the aims of SNAAP and to observe the policies and procedures.

Person Specification

The person appointed will be expected to have the experience, skills and attributes listed below. You must also be numerate and literate and able to work independently to strict deadlines.

- Previous experience working as a bookkeeper / accounts clerk
- Use or knowledge of Microsoft Money or Sage accounting systems
- Have good knowledge of Word and Excel
- The ability to carry out administrative tasks
- Ability to communicate effectively
- Good database and word processing skills
- Excellent telephone manner
- Prepared to be flexible
- Ability to work unsupervised on own initiative
- Good organisational skill with a high degree of accuracy.
- A confident telephone manner

For an application contact Carrie at SNAAP on 01227 367555 or e-mail Carrie@snaap.org.uk

Closing Date: 22nd January 2010