



BOOK-KEEPER AND ADMINISTRATOR

JOB TITLE: Book-Keeper and Administrator

10hrs per week - Permanent

BASED AT: Hope House, Beeston

SALARY: £19312 pro-rata (5149.87)

REPORTING TO: Administration Manager/Operations Manager

MAIN PURPOSE OF JOB Detailed day to day book-keeping of all of the charities income and expenditure using Quick Books online accounting software in accordance with the requirements of the Treasurer. Additional office administration duties as required and as time permits.

KEY RESPONSIBILITIES

Book-keeping

- Ensure accurate and timely recording of day to day income and expenditure using Quick Books Online Software
- Detailed recording and administration of petty cash
- Proper allocation of expenditure in accordance with allocated project and funding budgets
- Banking tasks including taking cheques and cash to the bank.

Other duties

- Office duties as required including data entry for foodbank administration, correspondence and filing

PERSON SPECIFICATION

EXPERIENCE	Essential	Desirable
Experience of effective book-keeping	✓	
Successful experience of Quickbooks Software		✓
Experience of data entry and organisation		✓
Experience of producing basic written correspondence eg thank you letters		✓
Experience of efficient filing		✓

Experience of online purchasing		✓
Experience of Microsoft Word	✓	
Experience of Microsoft Excel		✓
SKILLS AND ATTRIBUTES		
Good written and verbal communication skills.	✓	
A team player	✓	
Able to manage a busy workload	✓	
Logical, systematic and organised in approach to work	✓	
PERSONAL QUALITIES		
Committed to Hope Nottingham's vision & mission	✓	
Self-motivated and able to work on own initiative		✓
Maintains the highest levels of personal integrity	✓	