



JOB DESCRIPTION

Accounts Assistant

HOURS: Part-time (24 hours per week)

SALARY: £9984 - 4 days per week role

ACCOUNTABILITY:

- To the Finance Officer

AIM OF THE JOB:

To provide bookkeeping and payroll services within the Community Accountancy Service at Community Action Isle of Wight.

PRINCIPAL DUTIES

Principle duties include and are not exclusive to:

- Sales and Purchase ledger processing
- Processing BACS payments
- Bank reconciliations
- Banking
- Processing monthly payrolls
- Credit control
- Administrative duties

SKILLS AND EXPERIENCE

Essential:

- Good communication skills both verbal and written
- Good numeracy and literacy skills
- Experience of working within an accounting environment
- Part or fully qualified AAT or equivalent accounting qualification

Desirable:

- Recent experience of working with Sage Accounts and Payroll
- Experience working with Microsoft applications. (Excel and word)
- Full UK driving licence
- Experience and knowledge of working within the voluntary sector

Personal Qualities

- Proactive and constructive attitude and confidence to take the initiative
- Strong organisational abilities, including ability to manage conflicting priorities, plan and organise tasks and meet deadlines.
- Be able to present themselves in a professional and competent manner.
- Appreciation of the need to maintain the confidentiality of personal information held by the community accountancy service.