

**Person Specification: Bookkeeper**

Criteria	Essential	Desirable
<p><b>Education, experience and achievements</b></p>	<ul style="list-style-type: none"> <li>• Educated to A level and a minimum of two years' experience working in a busy office environment</li> <li>• AAT trained or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience in a comparable professional role</li> </ul>
<p><b>Skills, knowledge and understanding</b></p>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• Excellent time management skills</li> <li>• High level of competency in IT, particularly Word, Excel and Outlook</li> <li>• Working knowledge of appropriate software, for example VT Transaction (currently used), Sage etc</li> </ul>	
<p><b>Personal attributes</b></p>	<ul style="list-style-type: none"> <li>• Excellent level of accuracy and attention to detail</li> <li>• Organised and methodical</li> <li>• Ability to work well independently without close supervision</li> <li>• Ability to be flexible and adapt to changing needs</li> <li>• Ability to exercise judgement in making decisions (following established procedures) or referring to others</li> <li>• Willingness to contribute to the smooth running of the office when required</li> </ul>	