

Person specification: Bookkeeper

The following criteria outline the skills, experience and knowledge required by the Bookkeeper



1.	Significant book keeping experience using computerised systems	Essential
2.	Significant experience of running a payroll	Essential
3.	Experience of VAT, able to make VAT returns	Essential
4.	Numerate able to use Microsoft to a high level	Essential
5.	Able to work on own initiative	Essential
6.	Flexible able to attend occasional evening meetings	Essential
7.	Commitment to resident control	Essential
8.	Commitment to equal opportunities	Essential
9.	Experience of Sage accounting and payroll	Desirable
10.	IT literate	Desirable
11.	Housing experience	Desirable
12.	Experience of working with voluntary committees	Desirable

Roupell Park Resident Management Co-operative (RPRMC)

Summary terms and conditions: Bookkeeper

Annual Salary	£ 25,000 pro-rata
Working hours	10 – 14 hours per week flexible
Flexitime	We offer flexitime and time off in lieu of evening meetings. Home working may be considered
Leave	26 days pro-rata
Pension	We offer a contributory pension scheme
Expenses	Expenses incurred for work activities will be reimbursed if agreed in advance and supported by receipts