

Person Specification - Bookkeeper

	Essential	Desirable
Qualification	1) GCSE Math's or equivalent 2) GCSE English or equivalent	1) A relevant bookkeeping or administrative qualification
Experience & Knowledge	1) Significant experience of carrying out manual and electronic bookkeeping 2) Extensive experience of office administration 3) Knowledge of processing payroll. 4) Purchase Ledger experience 5) Sales Ledger experience 6) Experience of dealing with debt collection 7) Budget setting and monitoring experience	1) Experience of having worked in a care home or similar environment 2) Experience of working with an electronic payroll system 3) Experience of processing timesheets and knowledge of SSP calculation.
General Aptitude	1) Strong organizational skills 2) Strong communication skills 3) Strong numeracy skills 4) Strong written English skills 5) Ability to work using your initiative 6) An understanding of the importance of security within financial record keeping 7) An understanding of the importance of confidentiality	
Specific Skills	1) Ability to use Microsoft Office Applications	1) Ability to type at a speed of 50 wpm or greater
General	1) A full clean driving license	