



Administrator

Personal Specification

General

Aged 21 or over

IT Literacy – including Microsoft Office to an intermediate level

Self-motivated with ability to use own initiative, prioritising own workload

Good communication skills (written and verbal)

Satisfactory completion of a standard DBS check following acceptance of job

Experience

Essential

Regular minute taking experience

12 months experience of accountancy software

12 months experience of internet banking for organisation – not personal

Knowledge of how to raise invoices and record receipts through a sales ledger

Understanding of journals and carrying out bank reconciliations

Willingness to learn, develop and take part in training – lifelong commitment

Desired

Experience in use of MyFundAccounting Software

Experience in working for a charity

Knowledge of accounting in the charity sector

Further Questions:

Alan Webb: 07887 947748 or admin@connectionsbusproject.org.uk