

Job description

Job Title:	Bookkeeper and Office Administrator
Reports to:	Head of Department

General job description:

The employee will be part of a team that deal with all the primary accounting processes and general office administration.

1. Principal responsibilities:

1. General accounting processes: Processing electronic payments; posting payments batches and dealing with the banks and suppliers; purchase, sales and nominal ledger; reconciliation of bank statements; processing and paying invoices; month-end processes
2. Ensures proper flow of office procedures
3. Maintains a positive and friendly company image by acting as the first line of contact to visitors, customers, and vendors in person, online, and via telephone
4. Scheduling appropriate meeting times, booking rooms, and planning refreshments
5. Manages correspondence by answering emails and sorting mail
6. Manages reception area and looks after visitors
7. Maintains stock lists and orders office supplies as needed
8. Manages outgoing post and records data on special deliveries

2. Technical Competencies:

1. Prior office management experience preferred
2. Strong attention to detail
3. Ability to work without supervision
4. Excellent time management skills
5. Exceptional communication and customer service skills
6. Technical skills, including proficiency with Microsoft office programs
7. Strong prioritisation and organisation skills
8. Ability to handle confidential information
9. Strong record keeping skills
10. Presentation skills, including welcoming guests to events
11. Ability to multitask

3. Educational Requirements and Work Experience:

The successful candidate must be able to demonstrate strong accounting / bookkeeping skills and must also be able to demonstrate a good understanding of applicable accounting software. Must have excellent computer skills and be able to demonstrate strong administrative abilities. Salary will be dependent on work experience and appropriate educational qualifications.