

Lsect was established in 2011 to provide financial training, conferences and a weekly newspaper (*FE Week*) to the further education sector. With an annual turnover in 2012 exceeding £1m, we are expanding rapidly. So if you're the kind of person who's determined to be your best, whatever you do - then we want to meet you.

Bookkeeper (flexible hours, 3 days per week)

CV and a covering letter outlining why you are well suited to the role should be emailed to bookkeeper@lsect.com by 5pm on Friday, January 18, 2013

First stage telephone interview : Friday, January 25

Second stage interview in London : Friday, February 1

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|--|--------------------------------|
| Job Title: | Bookkeeper |
| Ref: | BK9 |
| Department/Location: | Greenwich, London, SE10 |
| Reports to: | Director of Operations |
| Staff Responsibilities: | None |
| Hours of work: | Flexible hours, 3 day per week |
| Duration: | Part time, permanent |
| Salary Range: | £22k to £28k - pro rata (DoE) |
| Summary of Position: We are looking for a part-time experienced bookkeeper who will have sole responsibility for the day-to-day management of accounting activities. | |

Primary Responsibilities

- All aspects of purchase ledger; processing invoices, query resolution, supplier statement reconciliations and supplier payments
- All aspects of Sales Ledger; raising sales invoices and cash allocation
- Monthly bank reconciliations
- Preparation of monthly management accounts
- Credit control
- Liaising with the company external accountant and assistance in the production of VAT returns, PAYE and annual accounts return to HMRC
- Employee expenses
- Petty Cash
- Various other office duties and admin support as required

Personal Specification

| | Essential |
|---------------------------|---|
| Qualifications & Training | Working knowledge of QuickBooks accounting software Recognised accountancy and/or bookkeeping qualifications |
| Experience | Two or more years bookkeeping |
| Qualities and Attitude | Highly numerate Creativity, persistence, attention to detail, multi-tasking, team worker |
| Product Knowledge | Excellent communication skills and telephone manner |

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.