



Are you good with numbers? Network needs a ...

Bookkeeper and Accounts Assistant

15 hours per week@ £23,400 p.a. pro rata; based at Elm Park, Filton, Bristol BS34 7PS

Network is looking for a capable bookkeeper who can be part of our administration team in support of our counselling and training services. You will be part of the General Manager's team and the hours could be worked over 2 or 3 days a week by agreement.

The role includes cloud based Quickbooks software, online banking, , Gift Aid administration, cashing of funds and assistance with preparation of supporting documents for the annual accounts.

Network was established over 30 years ago and has a reputation not only for the quality and professionalism of the counselling and training it provides, but in particular for its warm and welcoming environment. Network is a place where people are valued; based on a Christian, person-centred ethos which is inclusive and welcoming to clients and students of all faiths and none.

Candidates should be able to demonstrate experience in a relevant bookkeeping or similar role and preferably in the charity sector. Network operates a Workplace Pension for relevant staff.

Call 0117 950 7271 or email reception@network.org.uk for further information and to request an application pack.

Deadline for applications Monday 22th October 2018. Interviews to be held week commencing 29th October 2018.