



**VALUATIONS, SALES, LETTINGS, PROPERTY  
MANAGEMENT, AUCTIONS, MORTGAGES, EPCS**

<b>Job Title</b>	Book Keeper
<b>Job Type</b>	Part-Time
<b>Location</b>	Enniskillen
<b>Hours</b>	Flexible
<b>Description</b>	<p>We are currently seeking a part-time book keeper at our Enniskillen Office to start their role in August 2017. The successful candidate must have a minimum of 3 years of experience and have a wide knowledge on SAGE Accounting to process all invoicing, credit control, payments and general office duties.</p> <p>The applicant will be joining a small and friendly team who are passionate about what they do.</p>
<b>Job Role</b>	<ul style="list-style-type: none"> <li>• SAGE Accounting experience</li> <li>• Preparing statutory accounts</li> <li>• Calculating and checking to make sure payments, amounts and records are correct</li> <li>• Process payments as well as document invoices</li> <li>• Reconciling finance accounts and direct debits</li> <li>• Managing petty cash transactions</li> <li>• Payroll</li> <li>• General admin duties</li> </ul>

<b>Requirements</b>	<ul style="list-style-type: none"><li>• Solid Knowledge of SAGE</li><li>• IT literate</li><li>• Attention to detail</li><li>• Ability to manage own workload</li><li>• Strong verbal and written communication skills</li><li>• Good work ethic</li><li>• Friendly and upbeat personality</li><li>• Flexible on working hours</li><li>• Committed and trustworthy</li><li>• Use of own car and full clean driving license</li></ul>
<b>Application</b>	If interested in applying for this job opportunity please send a CV to <a href="mailto:sara@turningpointproperties.co.uk">sara@turningpointproperties.co.uk</a>