



BOOK-KEEPER REQUIRED

For Pitstone Memorial Hall Charity

Registered charity no. 300318

8+ hours per week, flexible hours, working from home

10.00 ph

Responsible for all the day-to-day financial management of the Hall Charity eg invoicing,
banking, bank reconciliations, reporting etc

Assisting the Treasurer with budgeting, annual reporting, audit etc.

Must be self-motivated, reliable and able to work alone; with relevant accounting / financial
experience and IT skills

Must have NI number and UK bank account

Please contact us for further information and full job description: c/o Mrs L Eagling, Secretary, 9
Warwick Road, Pitstone, Beds, LU7 9FE. Telephone: 01296 660791, Email:

memorialhall@pitstone.co.uk

Closing date: Monday 15 April 2016