

# HOOK PARISH COUNCIL



Executive Officer: Anne Atkins  
Hook Community Centre  
Ravenscroft  
Hook  
Hampshire  
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**Vacancy for a**  
**Bookkeeper/Finance Administrator**  
**7 hours per week (one day)**  
**£12-13 ph**  
(depending on experience and qualifications)

Hook Parish Council is looking to appoint a Bookkeeper/Financial Administrator. The successful candidate will be an integral part of a friendly team, including Officers and Councillors, in a modern office within the Community Centre.

The core of this role involves:

- Entering transactions using Omega accounting software.
- Completing bank reconciliations each month.
- Producing up to date financial reports.
- Operating the outdoor facilities bookings and invoicing.
- Setting up and maintaining the asset register in Sigma software.
- Applying for grant funding for community projects

Applicants should have good experience of a range of accounting software, good skills in IT, communications and office administration. The ability to work unsupervised and meet deadlines is essential.

**Application or for further Information contact the Executive Officer at:**  
[eo@hook.gov.uk](mailto:eo@hook.gov.uk)

**Closing date for receipt of CVs: Friday 12<sup>th</sup> January 2018. Interviews will take place during the week commencing 15<sup>th</sup> January.**