

Job Placement title Trainee Bookkeeper

Company name AFor (UK) Ltd

Job Placement summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

The job will consist of several parts. Firstly dealing with the emails on a daily basis, fielding these to the relevant department or person who needs them and also sending emails to various companies requesting information we require from them. Another part of the job will be answering and making phone calls. Directing the phone call to the relevant person, assisting our clients with any information they may need from us and also calling our clients should we require any information from them. One of the main parts of the job will be assisting the rest of the accounts department with any day to day tasks they require assistance with. These could include finding files or contact details of our clients, locating emails or invoices and chasing paperwork they need from the clients. Some typing will also be required whether that is typing and sending letters to the clients or inputting details into the computer programmes used within the office

Essential skills, experience and qualifications (please do not use bullet points)

There will be some essential skills that will be required for this post. It is essential that the applicant has excellent communication skills and a polite telephone manner. Organisational skills are also an essential skill that will be needed as this is a fast moving, busy office and often information is needed whilst a client is on the phone. Good organisational skills will enable this to be done more efficiently. Also a basic knowledge of spelling and grammar is a must.

Job category (DWP use only)

Number of hours per week	30 Hours per week
Working pattern and contracted hours (including any shift patterns)	Monday to Friday
Hourly rate of pay	National minimum wage