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Job Vacancy – paid employment

We are looking for a competent bookkeeper to work up to 3 days a week at the Museum to cover these and similar tasks:

- Purchase invoice analysis and processing
- Sales invoice processing
- Assisting with maintenance of key spreadsheets (in conjunction with volunteers) such as takings in ticket office and catering, office receipts, office and café petty cash, café income and expenses etc.
- Posting of journals, transferring the spreadsheet data into the accounting ledgers.

Applicants should have computer skills, demonstrable experience in bookkeeping and be able to start as soon as possible.

Enquiries in the first instance to Martin Piggott, Director

martin.piggott@amberleymuseum.co.uk