

We require a Bookkeeper and 'Office All Rounder' with a knowledge of Sage Accounts/Payroll.

BOOK KEEPING Responsibilities

Monthly payroll and Pensions
Sage Book keeping duties
VAT returns
Bank reconciliation.
Raising Customer Invoices
Customer Reports/Reconciliation
Supplier Reports/Reconciliation
Data Input
Dealing with Accountant
Annual Leave & Holiday records

ADMIN Responsibilities

Answer and direct phone calls
Organize and schedule meetings and appointments
Maintain contact lists
Produce and distribute correspondence memos, letters, faxes and forms
Assist in the preparation of regularly scheduled reports
Develop and maintain a filing system
Order office supplies
Book travel arrangements
Submit and reconcile expense reports
Provide general support to visitors
CIS (Construction Industry) contractor registration and HMRC process knowledge

Requirements

Proven record in Sage/Sage payroll/Pensions. Essential

Proven admin or assistant experience. Essential

Experience of working in construction /building industry. Desirable

Flexibility with working hour's if/when necessary.

Knowledge of office management systems and procedures

Excellent time management skills and ability to multi-task and prioritise work

Attention to detail and problem solving skills

Excellent written and verbal communication skills

Strong organisational and planning skills

Proficiency in MS Office