

Accounts/Office Administrator

New employee requirements

Excellent knowledge of Sage50 Cloud Accounts Professional – up to and including VAT returns, year end, bank reconciliation etc. - **ESSENTIAL**

Produce weekly invoices on Sage

Produce month end statements for suppliers & customers also using Excel

All credit control elements including chasing payments

Type up all customer estimates using Sage & either post or email

Reconcile petty cash & daily takings using Excel spreadsheets

Knowledge of inputting/updating blogs on website – training can be provided

Take telephone payments from customers using card reader

Deal with all incoming emails – reply to, or forward to relevant person

Answer all incoming telephone calls

Deal with all incoming post

Welcome visitors/clients

Update employee personal details

Order stationery including stamps

Print employee weekly timesheets

Maintain employee holiday/sickness records

Must be reliable and conscientious, attention to detail is paramount

Initial 20 hours per week (could possibly increase as necessary)

Transport would be required as office is based on outskirts of Aston SG2 7EG

This is mainly a male environment so GSOH is required

Email CV to sales@jarrettfencing.co.uk