

Accounts Administrator/Bookkeeper

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Company: Pro-Found Recruitment Solutions

Location: Sheffield

Category: other-general

Accounts Administrator/Bookkeeper required in Sheffield

Accounts Administrator/Bookkeeper Benefits:

Salary: 25 to 30k DOE

Location: S4 full time office based

Hours 40 per week Monday to Friday

Casual dress

28 Holidays (8 bank Holidays)

Free parking

A Chance to Progress within the accounts Department.Accounts

Administrator/Bookkeeper Responsibilities:

Manage and maintain financial records and documentation

Responsible for weekly and monthly pay role.

Reporting and data management within systems as required.

Book Keeping

VAT Control

Management of Accounts.

Accounts Rechargeable and payable

Accounts Administrator/Bookkeeper Requirements:

Proven experience as an Account Administrator or similar role

Excellent IT skills including all Microsoft packages

A strong knowledge of accounts payable processes and procedures

Excellent attention to detail and accuracy in data entry

Ability to work independently and meet deadlines

Accounting qualifications or experiencing

Minimum of 2 years Accountancy experience required

Excellent communication skills

Pro-Found are an employment business and equal opportunities employer.

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