

## Bookkeeper (Immediate Start)

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Company: Vanrath

Location: United Kingdom

Category: office-and-administrative-support

### Job Description

VANRATH are delighted to be recruiting for an experienced Bookkeeper for an established and successful manufacturing business based in County Down. This role is initially being recruited on a temporary basis to cover a period of absence.

This is an excellent opportunity to join a innovative business, joining an already well-established team the Bookkeeper will be responsible for maintaining the financial transactions within the business.

### Responsibilities:

To process payments and income in an efficient, effective, accurate and timely manner

Process purchase invoices and ensure supplier queries are handled in a professional and timely manner

Raise customer invoices

Allocate and reconcile incoming payments

Prepare and submit VAT returns

Costing analysis

Bank reconciliations

### The Ideal Person:

The successful candidate will have previous experience within a similar role, ideally having

experience of Sage accountancy package. Ability to work in a deadline driven environment and comfortable self-managing their own workload.

**Remuneration:**

£25,000 - £30,000

Parking

Supportive working environment

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**Cross References and Citations:**

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