

Bookkeeper

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Company: Headstar

Location: Leeds

Category: other-general

Tired of working for a big corporate where you can't just be you?

Imagine how nice it'd be to work for a small, family run business who want their team to feel comfortable around them.

Working for a Garforth based manufacturing business, you'll be looking taking charge of the finance function managing the sales and purchase ledger, dealing with supplier queries, bank reconciliations, payroll, and giving customers the odd nudge to pay their bills.

You'll also be able to get involved in the day to day office management duties like ordering supplies, maintaining HR files, and supporting with sales order processing.

You'll receive an annual salary of c£26K (FTE) and both part and full time hours can be considered.

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