

Part Time Accounts Assistant

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Company: Si Recruitment

Location: Wetherby

Category: office-and-administrative-support

Accounts Assistant, Part Time, £13.50, Wetherby

Do you have a strong administration and accounts background. We currently have an opening for a Wetherby based client within the care sector who require a part time Accounts Assistant to work within a small friendly office to provide support to the Accounts Manager.

Skills Required:

- Accounts experience
- Administration skills
- Knowledge of Sage Line 50
- Confident with Excel
- Strong communication skills

Key Duties:

- Dealing with petty cash
- Purchase ledger
- Sales Ledger
- Credit Control
- Dealing with contract renewals
- General office administration
- Taking calls

In return you will be offered:

- Part time hours of 21 per week
- £13.50ph
- Degree of flexibility to select hours worked
- 23 days holiday pro-rata
- Friendly working environment

If this sounds like a role for you then either call Nicola on the number below or email your CV.

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Cross References and Citations:

1. [Part Time Accounts AssistantNgojobsJobs WetherbyNgojobs](#)
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