

## **Accounts Administrator / Manager**

**BASED:** Launceston

**HOURS:** Monday – Friday 9am – 5pm

**This is an excellent opportunity to join an expanding business in Launceston. This would be ideal for someone who has completed accounts for maybe their own business or a local business who required accounts to be produced up to trial balance.**

**You will be responsible for running the accounts for three separate companies.**

### **MAIN DUTIES:**

- Completing all accounts up to trial balance
- Producing monthly reports from SAGE
- Budgeting / forecasting
- VAT and tax returns
- PAYE
- Producing management accounts

A complete knowledge of SAGE is essential (currently Line 50) as is the ability to complete the accounts without the assistance of an accountant.

You should be enthusiastic and have the desire to help drive the business forward.

**SALARY:** £15 - £20k depending on experience

Please call 01579 370488 / 07747 022148 or email CV to [angela@asrecruiting.co.uk](mailto:angela@asrecruiting.co.uk)