

Bookkeeper / Administrator

BASED: Coads Green

This is a part time position working two mornings a week; Monday and ideally Wednesday (approximately 8 hours per week).

Over time there may be the possibility of increasing hours.

MAIN DUTIES:

- Completion of general administration for the business
- Bookkeeping using Sage Line 50 (this will not include payroll).

SALARY: Minimum £7.00 per hour, depending on experience

Please call 01579 370488 / 07747 022148 or email CV to angela@asrecruiting.co.uk