

## Accounts/Wages Administrator

**Five days per week (Monday to Friday)**  
**Salary awaiting client's confirmation**

**Based near Tavistock**

### **ROLE OVERVIEW:**

Managing and keeping all financial records for the company x 2  
Preparation of accounts on Sage software  
Preparation and management of payroll Monthly and Weekly using timesheet process  
Expansion of existing and setting up of new control systems relating to all areas as and when required  
Preparing, managing and keeping all PAYE records for the company when completing payroll.  
Preparation and management of VAT records and payments to HMRC  
Bank Reconciliation  
Preparation and processing of Sub-Contractors payment on a monthly basis  
Preparation and updating Health and Safety Files  
Year End returns including VAT, PAYE and Final Accounts preparation for the accountant  
Filing paper and computer

### **DUTIES**

Managing Company Finances: ensuring accounts information (Wage journals, supplier invoices, weekly income records, transfers and other financial records) are managed in a timely and accurate fashion

Funds Transfer: checking and sending all weekly supplier and wage payments, checking and sending all Inland Revenue and Customs payments, checking and transferring between bank accounts.

Bank reconciliation: reconciling bank statements-Checking all inputting for errors

Purchase Ledger: entering and payment of invoices, checking and chasing missing invoices.

General Accountancy: preparing month end journals including prepayments, accruals and depreciation. Preparing quarterly VAT return and annual year end for accountants, liaised with job share party and manager.

Generally assisting the Management, Supervision and communication with on site management, ie staff off site and on other sites need messages or queries resolved by office staff on financial queries

Consolidation: of all accounts-- produced overall representation

General matters: Any other non-financial areas where director may require input (ie licences, insurance, diary keeping) Preparing ad-hoc financial exercises

**Literate in the use of email, excel spreadsheets and data bases-Good Knowledge of Sage accounting and PAYE is essential.**