



## Job Description

<b>Title</b>	Accounts Administrator (Part Time)
<b>Base</b>	Launceston
<b>Reporting To</b>	Owner/Manager
<b>Salary</b>	£10.00ph (Depending on experience)

### Responsibilities

- Provision of accounts assistance using Zero Software
- Provision of payroll preparation for outsource assistance

### Main Duties

- Providing accounts assistance to the organisation on a daily basis
- Use of Word, Excel, Zero, software, including other data presentation and payment processes for retail and wholesale activities.
- Use of the photocopier and all equipment in the administrative rooms.
- Electronic filing of tax returns with HM Revenue and Customs
- Updating Management reports for submission from the database, as required
- Covering for the other administrative staff due to holiday or sickness
- To embrace Information Technology and to be willing to accept training in new hardware and software
- You will be expected to be aware and to comply with the Firm's policies, as set out in the Staff Handbook, a copy of which is supplied to all staff
- To maintain high standards of customer service at all times
- Meeting and liaising with clients as required
- Digital processing at a very good standard such as Petty Cash, Credit Card and Management of Stationery and other office requirements.

Please apply via email or telephone Angela Stuart on 01579 370488 or 07747 022148 or email [info@asrecruiting.co.uk](mailto:info@asrecruiting.co.uk)

**Closing date: 30<sup>th</sup> June 2019**

