

JOB SPECIFICATION

Job Title: Full Time Accounts Assistant

Based: OS05 Washington Business Centre, 2 Turbine Way,
Washington, Tyne & Wear, SR 3NZ

Role:

The role is a full time Accounts Assistant, this role brings lots of opportunity for progression and the company would envisage that the correct person would progress through an appropriate qualification, eg. AAT

Key Responsibilities:-

- Day to day varied administrative support
- Bookkeeping
- Using Online cloud accounting eg. Xero
- Answering telephone
- Sorting post
- General clerical duties such as dealing with post and emails, filing & photocopying.

Skills Required

- Comprehensive computer skills
- Professional manner
- Be methodical & organised
- Be able to use your own initiative
- Proficient skills in Account Software, Word, Excel, Outlook and PowerPoint.

Qualifications Required

- GCSE's or equivalent Grades A or B - particularly in English and Maths

Personal Qualities

- Confident
- Reliable
- Hardworking
- Punctual