



Finance and Administrative Assistant (part -time)

What are we looking for?

Competent with standard Microsoft Office tools, including, Word and Excel and Email; Organised and accurate with detail; Deadlines oriented and able to work calmly under pressure; Ability to multi-task and prioritise; Flexibility and able to organise colleagues; And a good sense of humour.

What you'll do

Book-keeping and maintenance of daily and monthly accounts (all ledgers) using Sage (prior Sage experience essential and ideally you will have worked with Sage 50 for over two years; Be responsible for payroll; Preparing monthly management accounts; Preparing the VAT return; Purchasing, invoicing and worldwide dispatch; Able to share other office and company administration duties, including handling phone calls and visitors as needed.

This is a key hire for the business. For the right candidate, we are willing to pay a pro rata salary based on £20-25K per annum.

To apply attach a CV and accompanying letter of introduction outlining preferred working hours to:

jobs@ozopure.co.uk