

## **Bookkeeper**

Temp-Perm (25 hours per week)

Salary: £15k per annum

Are you an experienced Bookkeeper/Accounts Assistant looking for a permanent, flexible, part time position?

Have you got experience using Sage Line 50?

A fantastic opportunity to join our hospitality based group in Worcestershire as the Bookkeeper for three establishments, working closely with the owner and Office Manager.

We are looking for part time, 25 hours a week, with the hours to suit. There will be some travelling involved in order to get round all establishments, but primarily you will be based in the Evesham premises. This role will be reporting direct into the Managing Director of the business so requires a high degree of self governance.

Duties will include:

Purchase ledger, sales ledger, invoice processing and payments, supplier statement reconciliations, bank reconciliations, managing cash flow, expenses and petty cash, preparing payments, VAT returns, room revenue analysis, month and year end reporting and liaising with suppliers in order to deal with, and solve any queries.

Potential Payroll responsibilities may also be required as will general office duties.

Candidates must have experience of using SAGE.

Any fuel for travel will be paid for by the company if travel is needed for work purposes.

We are looking for a self starter who can demonstrate excellent attention to detail, a good understanding of bookkeeping and accounts, and having knowledge of a computerised accounting system is desirable.

Please forward your CV and covering letter to [info@thefleeceinn.co.uk](mailto:info@thefleeceinn.co.uk). Applications will close once a suitable applicant has been recruited.