

Office Accounts Administrator PART TIME up to 25 hours per week

Opportunity

This is an excellent opportunity for an experienced accounts administrator to join our established engineering consultancy. We are seeking an Office Administrator to work in a small, enthusiastic office environment taking on various accounts and administrative tasks. This part time position has full flexibility on hours to suit the successful candidate.

Key responsibilities will include

- Creating sales invoices and inputting sales and purchase invoices into our Exchequer accounts system
- Creating all supplier and expense payments on the bank system
- Managing petty cash and expenses
- Client and supplier liaison, dealing with any queries and issues
- Bank account reconciliation
- General office duties - answering telephone, post, filing, ordering etc.

Keys Skills, Experience and Qualifications

- User of accounting systems and experience of general accounting ledger tasks
- Familiar with Microsoft Office
- Ability to liaise closely with colleagues at all levels
- Ability to manage own time and prioritise workload
- Quick learner
- Problem solver
- Pro-active
- Confident telephone manner
- Ability to communicate with internal/external sources

A good knowledge of processing documents, together with a high speed of operation and accuracy is key. Knowledge of exchequer accounting software would be advantageous, however training will be given.

Rewards

A competitive salary is offered with benefits and flexible working. Situated on the Cranfield University campus, we enjoy access to a wide range of social and recreational facilities as well as learning resources.

To apply

Please forward your CV, quoting your salary expectation, to:-

Mrs Mary Harris, HR Administrator to mharris@bhrgroup.com

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