

# Bookkeeper




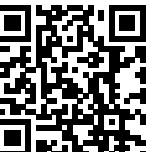








Location **South East, Surrey**  
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An opportunity has arisen for a flexi-time Bookkeeper to support a small, family run construction company with accounting and admin duties. Raising and chasing sales invoices, completing sales ledger, preparing accounts quarterly to VAT return level, providing the MD with management and financial information and analysis, assisting with Payroll, CIS returns and expenses, providing general accounts duties and any ad hoc duties to ensure the company runs smoothly

Experience in bookkeeping, extensive knowledge on Microsoft Excel spreadsheets and strong time management are required. The ideal candidate needs to be flexible with hours/days as this is a new position within the company and will be governed by the workload. Salary £10-£12 per.



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