

# JOB VACANCY

## ACCOUNTS & ADMINISTRATION PERSON – Full or Part time

We are looking for an experienced Accounts person to manage general accounts and administration in our busy office. You must have a good knowledge of bookkeeping procedures and be able to use QuickBooks accounting package or similar. Experience of excel using formulas and creating spreadsheets, is also a requirement. You need to have good organisational and time management skills, as well as a good telephone manner.

Responsibilities will be ;

- Manage obligations to suppliers, customers and third-party vendors
- Process bank deposits
- Prepare and send invoices, daily and quarterly.
- Contact clients and send reminders to ensure timely payments
- Identify and address discrepancies
- Reporting on the status of accounts payable and receivable
- Ensure accounting databases and spreadsheets are kept up to date
- Petty cash reconciling and responsible for ingoing and outgoing of cash.
- General administration such as processing contracts, stationary buying, general office duties.

The Marketing Bureau is a busy and vibrant office with multiple activities for various projects and financial planning is an important part of the running of such projects and therefore the job will be varied. Administration duties will also play a part in this position so experience in a busy office environment is essential.

HOURS :      Full time    35 hour week  
                    Part Time   25 hour week

HOLIDAYS : 20 days increased each annual year.

SALARY     : Dependent on experience - £12.50 - £17.50 per hour.

There are no pension schemes or other schemes offered at this time.

Please send your CV by post or email to ;

Julie@marketing.je

or

Julie Littlemore, Managing Director, The Marketing Bureau Ltd , 15-17 New Street, St Helier. JE2 3RA