
TEAMWORKS KARTING

EMPLOYMENT OPPORTUNITIES

Assistant Bookkeeper

Assistant Bookkeeper Birmingham Circuit 8 hours per week. Flexible hours

One assistant bookkeeper is required to enter day-to-day bookkeeping, approximately 8 hours per week.

Flexible working hours are available with this position.

The role includes:

- Processing sales & purchase ledger invoices
- Making BACS & cheque payments
- Making time-clock adjustments & reports
- Assisting with bank reconciliations, and creation of monthly management accounts
- Responding to general account enquiries from management staff & suppliers

Candidates with bookkeeping or purchase ledger experience an advantage, but not essential. This post is ideal for Finance or Accounting undergraduates seeking practical hands-on bookkeeping experience. Candidates must be numerate, well organised and computer literate.

A current CRB check is required, as this role involves cash handling and banking responsibilities. Candidates can apply for this check online at www.disclosurescotland.co.uk

Up to £6.85 per hour, according to experience, qualifications & skills.

info@teamworkskarting.com