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WES Engineering Ltd is an expanding Engineering Company based in Redruth.

We are currently looking for an accounts assistant to provide administrative support for the management of the company preparing accounts for four companies. You will be involved in undertaking a variety of administrative work, undertaking tasks such as filing, credit control, online banking, expenses, purchase/sales ledger and other accounts related tasks. The job is very varied and will involve all types of accounts and HR responsibilities.

You will be working alongside the finance manager but be prepared to help in other areas of the office based team to cover holidays when required. As a small and growing team, we feel that the position would be suited to a flexible, adaptable and conscientious worker who would like to develop their knowledge within the accounts field. Further training or an apprenticeship may be considered for this position.

Duties and responsibilities of the job include:

- Sage line 50 Accounts data input and manipulation.
- Working with spreadsheets, sales and purchase ledgers.
- Accounts preparation.
- Online banking
- Reconciling finance accounts and direct debits.

Experience with Sage line 50 is essential and Level 2 or 3 in AAT accounting or similar would be an advantage. A minimum of 5 GCSE are required at C grade or above including Mathematics. Training through experience may be considered for this role.

This is a permanent full time position for the successful candidate after the initial trial period and an immediate start is preferred.

The salary is negotiable depending on experience of successful candidate

Please apply to swicks@wesltd.com with your cv and covering letter.



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