JOB VACANCY

LEISURE LEAGUES

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JOB TITLE

Accounts Assistant

SALARY

£15 per hour

JOB DESCRIPTION

We are looking for a part-time accounts assistant to work between Monday and Thursday, two or three days per week, days to suit, with flexible hours.

Most importantly you will need to be very organised, work to deadlines, and be able to work on your own initiative.

Qualifications / experience in any of the following will benefit your application:

- Business studies
- Finance
- Accounting
- Mathematics
- Economics.

Responsibilities will include: Monitoring daily communications and answering any queries.

As well as preparing statutory accounts, ensuring payments, amounts and records are correct & completing basic administration on a day-to-day basis.

We give our staff a lot of responsibility and authority to do what they think is best, working within our framework and guidelines, and we have strong commission systems for everybody in our organisation.

We take on graduates & retired people with our flexible hours policy and everything in-between!

Applicants must hold a UK Driving License, and be Midlands based.

Applications, including a CV and covering letter are invited. Please provide a personal email address for correspondence.

APPLY NOW

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