

Part Time Accounts Assistant (2 days)

JOB SPECIFICATION



Summary

This is a key role in a small but busy office located at the Euston Estate Office, nr Thetford and would appeal to someone who thrives on working in an evolving, friendly atmosphere. The successful candidate needs to be methodical and well organised, adaptable, out-going, discreet, reliable, and able work in a friendly and professional manner.

The individual will be a supportive team player, who is engaging, affable, naturally outgoing and thrives in working with others but equally alone. Good communication is essential. A full and clean driving licence is required.

Accounting Skills & Experience

The post holder reports to the Accounts Manager and supports the finance team at the Estate Office. Knowledge of VAT, purchase and sales ledgers and bank reconciliations is desirable.

Knowledge or experience of IT packages used including Microsoft Word, Excel and Outlook, and Farmplan Accounting software.

Other key skills:

- Computer literacy.
- Ability to manage own workload efficiently.
- Attention to detail.
- Team player.
- Willingness to be flexible in supporting the wider office operations.

Hours: 2 days per week (14 hrs), 9am to 5pm with 1-hour unpaid lunch.
Ideally Wednesdays & Thursdays.

Salary: Negotiable subject to qualifications and experience.

Annual Leave: Pro rata entitlement for annual holiday and public & religious holidays.

Applications in writing with CV to:

Anna Dean – Accounts Manager
anna@euston-estate.co.uk
The Estate Office, Euston, Suffolk IP24 2QP

Closing Date: Fri 22 November at 12 Noon.