

## **Accounts Assistant**

Full time position

9am – 5.15pm

A busy Training Institute seeks an enthusiastic, outgoing person for the above role. Experience of sales/purchase ledgers, credit control, VAT returns and audit reports are essential, and knowledge of Sage 200 would be advantageous. The ideal candidate would be flexible and able to work alone accurately handling confidential data, as well as having good communication skills and a methodical approach to the role.

Please e-mail your CV with current salary to Jemma Wilson, General Manager at [jwilson@smaeinstitute.co.uk](mailto:jwilson@smaeinstitute.co.uk).

**NO AGENCIES**