**Full/Part-time**

**Accounts & HR Manager – Job Description**

**Accounts**

* Maintaining, updating and reporting on the financial performance of the company
* Overseeing bookkeeping including Sales, Purchase Ledger, bank reconciliations
* Credit control
* Weekly accounting of sales for all departments
* Preparing financial reports for each department; collecting, analysing, and summarising account information
* VAT reporting and returns
* Cash flow reporting
* Producing and maintaining budgets
* Producing year end accounts documents for accountants

**HR**

* Processing of monthly payroll
* Creating staff contracts
* Assisting with disciplinary/grievance issues to ensure that company policy is adhered to
* Keeping a note of holidays, sick days, etc.

Closing date: Friday 10th August 2018