



Part-time Accounts Assistant

An opportunity has arisen within the business for an experienced individual to look after our accounts & book-keeping. The main responsibilities cover:

Using our accounting package to log & manage payments and receipts, invoicing clients, managing income & expenditure, purchase invoices, VAT returns, bank reconciliations, management reporting: experience of payroll is an advantage.

It is initially anticipated that the hours of work will be 4hrs per week, although as the organisation expands, additional hours or duties may arise and the role could be expanded if that suited the individual. The role is based in the Dundee office.

If you are friendly, but professional, can use your own initiative, would like to work as part of a small team, confident in speaking to people, organised and enthusiastic and are interested in helping us expand in 2012, then send your CV with a covering letter to contact@mypinkiepromise.co.uk