

Bookkeeper/Accounts Assistant - Part Time

Are you looking for a new, exciting role as part of a growing company? Would you like a role that gives you variety and an opportunity to develop new skills and innovate?

About CYBRID Solutions

An award-winning technology solutions partner, CYBRID specialises in providing innovative solutions and IT support for businesses both nationally and internationally. We embrace new ideas and ways of working, which has allowed us to build a reputation as a trusted advisor on all things IT, including Support, Cyber Security, Disaster Recover, IT Infrastructure and Intelligent Surveillance services to clients across a range of sectors.

Overview of the role

We are looking for an experienced Book-Keeper/Accounts Assistant to join the team. This is an exciting opportunity to take on an interesting and challenging role at a growing company. You'll have at least two years' experience in a similar or transferable role. You'll be highly organised, highly numerical, able to work under pressure to meet deadlines, and capable of building strong working relationships with colleagues and customers.

You should have previous experience of working as a Book-Keeper or Accounts Assistant and must have used Xero in your role.

Core responsibilities

- Assisting our Finance Team with book-keeping activities using Xero, processing supplier invoices, expense claims and allocating receipts. You will also be required to post sales invoices, and monies received onto the system.
- Maintenance of company records on our IT systems including setting up new accounts for new customers
- General administrative tasks within accounts
- Supporting with telephone answering and admin within the office
- Assisting the CEO and other functions of the business as and when required

What We're Looking For

- Experience within a Finance/Accounts role as a Book-Keeper or Accounts Assistant (Essential)
- Bookkeeping experience (Essential)
- Xero proficient (Essential)
- Highly organised (Essential)
- Highly motivated team player (Essential)
- Strong written and communication skills (Essential)
- Positive attitude to problem-solving (Essential)
- Great IT skills (Essential)
- Driving license (Essential)

Benefits

● This role is part-time, and we can be flexible with how this is worked. Our preference would be Monday to Friday, potentially during school hours, but if you have the right skills and want to work a different pattern, we can look to accommodate this

- Regular team events and away days
- Birthdays off
- On-site gym
- On-site canteen
- Casual dress
- On-site parking

Job Types: Part-time, Permanent

Part-time hours: 16-20 per week

Salary: £25,000.00-£30,000.00 per year

If you think you'd be a good fit for this role, then we'd love to hear from you! Please note that if the number of applications for the position is high, we may decide to close the position early, so please apply as soon as possible.

Please send a CV and cover letter to: hr@cybrid.solutions