

We're Hiring

BOOK KEEPER / ADMINISTRATOR

PART TIME OFFICE / HOME BASED (NEGOTIABLE)

FOR FURTHER INFORMATION PLEASE EMAIL FOOD@THESILVERAPPLES.COM

WE ARE A STOCKPORT BASED COMMERCIAL BAKERY SUPPLYING TO THE FOOD SERVICE ACROSS THE UK. WE ARE LOOKING FOR AN EXPERIENCED BOOK KEEPER TO JOIN OUR TEAM.

Key Responsibilities

- **MANAGING ACCOUNTS THROUGH USE OF XERO AND CYBAKE**
- **ISSUING OF DAILY/WEEKLY INVOICES AND MONTHLY STATEMENTS FOR STOCKIST ACCOUNTS**
- **RECONCILING OF INVOICES AND PAYMENTS AND RECORDING FINANCIAL TRANSACTIONS**
- **DEVELOPING AND MAINTAINING CLIENT RELATIONSHIPS**
- **PROVIDING ADMINISTRATIVE AND CLERICAL SUPPORT AS NEEDED**
- **ADDITIONAL BOOKKEEPING DUTIES AS DESIGNATED BY MANAGEMENT**
- **FILING HISTORICAL RECORDS AND RETRIEVING NECESSARY DOCUMENTS AS NEEDED FOR OTHERS**
- **HANDLING ACCOUNTS PAYABLE AND RECEIVABLE**

CLOSING DATE 5TH MARCH 2021 / START DATE MAY 2021 / EMAIL APPLICATIONS ONLY