



ACCOUNTS ASSISTANT/ADMINISTRATOR

The Heygate Group of Companies is a privately owned and family led Group. There is an opportunity for a full time Accounts Assistant/Administrator to join their close knit team. Some accounts experience would be preferred but this is not essential. The role will involve, amongst other tasks, day to day banking duties, analysis, checking of invoices. A working knowledge of all Microsoft Packages is required. This is a great opportunity to work within an established rural business locally. As part of a small busy team within a larger company you must be flexible to deal with all day to day admin duties.

A good telephone manner and the ability to work under pressure are essential.

Full time 36 ¼ hours per, Contributory Pension Scheme, Salary negotiable according to age and experience.

Own transport essential for anyone living outside the Bugbrooke area.

Please apply in the first instance at www.heygates.co.uk

Closing date: 10/12/18