

## Bookkeeper and Office Administrator

Hemisphere West Europe is looking for an experienced Bookkeeper and office administrator to assist in managing our day-to-day accounting, finance and general office duties, which will include, answering the telephone, filing documents and putting orders onto our system.

Confidentiality, excellent organisational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a team player who is a self-skilled multi-tasker, is reliable and is committed to constantly meeting deadlines.

Hemisphere West Europe is a friendly family business. We are a professional team who are friendly, respectful, fun and really take a pride in what we do.

Since 2004 Hemisphere West Europe Ltd (HWE) have specialised in providing payment solutions to OEM's and merchants. Originally involved in the bank note and coin acceptance environments, HWE has progressed to concentrate in acceptance of Credit / Debit card payments by providing hardware solutions in both the unattended and attended card present market

### **We are looking for someone with:**

- 3 years' experience working in accounts payable and receivable, general ledger, VAT returns and aged debtors
- Good knowledge of QuickBooks or similar accounting package
- Knowledge of inventory systems would be an advantage.
- Experience with data entry, record keeping and computer operation.
- Proficiency in Microsoft Office, Excel & Microsoft Outlook.
- An excellent telephone manner.

### **Job Type:**

- Full-time position – 8.30am to 17:00
- 100% office based

### **Salary:**

- £27,000 to £30,000 depending on experience

### **Benefits:**

- Company pension
- On-site parking
- 25 days holiday per year plus bank holidays
- Discretionary annual staff bonus (after qualifying period)

### **Experience:**

- Book keeping : 3 years (required)
- Worked in an Office environment