

Part time job vacancy Accounts department

If you are accomplished in I.T. and have comprehensive experience with Sage accounting systems, you may well meet our criteria for our pending permanent part time vacancy of company accounts clerk.

We have an active long established car sales business and we are also UK distributor for AC Schnitzer (BMW tuning and styling) meaning some accounts work involves currency acquisition and making payments overseas.

Being based in a showroom environment you will have an amiable demeanour, be articulate and have a professional telephone manner.

Being a small company which thrives on teamwork, duties outside of this brief will be necessary from time to time. Pay will depend on experience and will involve twenty hours per week. Initially you would be working alongside our current accounts clerk who will provide an appropriate introduction to the job's responsibilities and systems.

In the first instance, please contact by e-mail (not telephone) by sending your Curriculum Vitae to:

Chris Rossiter (Managing Director) at: chris@rossiters.co.uk