

**Accounts Clerk
based at Head Office**

22 ½ hours per week

JOB DESCRIPTION

Sage 200

- Processing purchase invoices and purchase payments
- Inputting petty cash receipts and payments (10 Departments)
- Inputting details of new debtors and creditors
- Processing caravan sales invoices
- Process cash receipts and payments (7 Departments)
- Requires a good understanding of a nominal structure

Clerical

- Using office equipment such as photocopiers and fax machines
- Answering the telephone and directing calls
- Reception work at Caravan Parks in the local area

(list not exhaustive)

