



AWARD-WINNING, FAST-GROWING MARKETING BUSINESS
CJAM GROUP IS RECRUITING

Accounts Administrator & Credit Controller - Part time

January 2018

About CJAM Group

CJAM Group is a dynamic, award-winning and fast-growing marketing and communications agency. We work in partnership with national and local commercial businesses, charities and associations and have built a strong reputation for our creative work and solutions-driven approach, and won best-in-class awards.

The Role

We require an enthusiastic and self motivated, experienced accounts assistant to join our small accounts team. The ideal candidate will be proficient in using Sage50 and experience in Xero would be of benefit as a number of different bookkeeping software systems will be used as part of the job. You will need to be presentable and professional looking at all times and have good customer service skills.

Duties & Responsibilities

1. Processing Purchase & Sales Invoices
2. Credit Control
3. Admin & Office Based Tasks
4. Assisting the Accounts Team

Skills

1. No formal qualifications required
2. Experience/Knowledge in accounts and Finance.
3. Experience with Sage50, Excel & Microsoft Outlook essential.
4. Full driving license is also required.

£9 to £11 an hour - Minimum 4 days per week @ minimum 5 hours per day. We are a constantly growing business so further hours may be available in the future.

Applications

Please send your CV with covering letter by post or email to the Managing Director, Christine Joyce, cjoyce@cjам.co.uk. Candidates selected for interview will be informed as quickly as possible.

www.cjamgroup.co.uk 01787 226995