



Job Title

Finance & Personnel Officer

Status

Full-time - 37.5 Hrs/wk

Location

Lisburn City

(With a small amount of foreign travel)

General Role

Running the accounts and daily office functions for a small fast growing Design and Development company.

Salary

£ 14,000 - £ 25,000 per year

Depending on experience

Responsibilities

- Processing purchase orders and sales orders
- Credit control and Invoicing
- Running payroll
- Updating Sage accounts system
- Organising diary and meetings for CEO
- Maintaining personnel records
- Arranging travel schedules and arrangements
- Other tasks as are required by management
- Other general office duties including filing, word-processing, answering telephone etc

Desirable Qualities

- The successful candidate will be honest, trust worthy and have a professional business manner.
- 3rd Level qualification in Administration, Business or Finance or significant experience in a similar role is required.
- Excellent organisational skills; be self-motivated and display the ability to work on their own initiative. They will also be capable of picking up new skills quickly
- Typing skills and a working knowledge of the Sage accounts package would be an advantage
- Experience of personnel matters would be an advantage.