



Accounts Assistant

Location: Bodelwyddan, North Wales
Salary: Competitive salary depending on experience and qualifications
Hours: Full time

The Role:

Principal duties will include responsibility for the Purchase and Sales ledgers, cash book postings/reconciliations, labour cost postings and assistance with subcontractor payments. The successful candidate will also be expected to undertake filing and other administrative duties.

Experience for the Role:

Applicants should have proven accounts experience, be able to work to a high degree of accuracy and possess a methodical approach to work.

Knowledge of Sage 50, the construction industry and CIS would be an advantage.

To apply: please email your CV and covering letter to:
Val White, HR manager at: val@wynneconstruction.co.uk

Please no recruitment agencies – thank you