

MURDER ON THE MENU

Bookkeeper/Payroll Administrator - 10 hours/wk

Looking for an entry level bookkeeper/accounts assistant looking for paid work for our small business.

Duties Include:

- Handling Purchase Invoices
- Bank Reconciliations
- Annual Accounts
- VAT returns
- PAYE returns
- Preparing monthly financial reports

The Candidate:

- Knowledge of SageOne and other accounts packages
- Good practical knowledge of company law for SMEs
- Strong knowledge of IT, VAT, RCT and the PAYE system
- Strong IT skills including Cloud Computing
- Excellent oral and written communication skills
- Personal Tax experience

To Apply for this position please send your CV and cover letter which outlines your suitability for the position to Bruce at casting@murderonthemenu.ie.

****Bruce Henry** 085 7821753****

****www.murderonthemenu.ie ** info@murderonthemenu.ie****