



IT & Web Services

Office Accounts/Business Support Vacancy

Hours: Approx 20 hours per week
flexible hybrid

(Based on £30K PA pro rata)

Location: Braithwaite, Keswick,
Cumbria

**Providing Accounting and Business Support for our Technical and Web
Development Team in a superb office with stunning views.**

Key Responsibilities:

- Management of Sales and Purchase Ledger using QuickBooks
- Banking, VAT Returns, Payroll support
- Preparation of Year-End accounts for our Chartered Accountant
- General administrative duties and business support

Requirements:

- Experience in accounting/bookkeeping
- Excellent organisational skills and attention to detail
- Ability to work independently and as part of a team

To Apply:

Please send your CV and a brief cover letter detailing your relevant experience to info@kcssolutions.co.uk