

## **Dr Zigs Extraordinary Book-keeper and Office Administration**

### **About the Job:**

We are seeking an exceptionally bright, multitasking, and self-motivated book-keeper and administration assistant to support our team. This role requires superior attention to detail, the ability to meet deadlines, excellent mathematical and organizational skills. A high level of integrity and discretion in handling confidential information is important, as is a good sense of humour and of course a love of bubbles.

### **Responsibilities:**

- Communicate with customers, and with the administration team follow up various customers, events and companies to complete paperwork and track payments.
- Work with other employees on various projects.
- Carrying out administrative and office tasks, communicating with the team.
- Book-keeping and reconciliation, using the software XERO
- Payroll and Rotas.
- Following existing and developing new financial procedures.
- Working with Invoices and receipts, preparing VAT returns, financial forecasting, preparing yearly summary of income and expenses.
- Assisting in analysing sales, and dealing with customers, and of course occasional bubble outings.
- We are an ambitious company and keen on growth, we are looking for someone keen to join us on this adventure.

### **Essential requirements**

- Student or graduate of Accounting/Finance or similar, or experienced book-keeper.
- Excellent Excel skills
- Great book-keeping skills
- Good understanding of XERO software
- Good understanding of payroll
- You are a strong planner and organizer, a stickler for details and a master of multi-tasking.
- Good verbal communication skills and team working skills
- Reliable, punctual, responsible
- Able to work on own initiative when required

### **Desirable**

- Full clean driving licence
- Ability to speak in Welsh

Please email your CV and covering letter to Paola Dyboski-Bryant [paola@drzigs.com](mailto:paola@drzigs.com) or call 01248 670090 for further information

**Closing date for applications is Wednesday 17<sup>th</sup> November at 2pm.**

You can find out more about Dr Zigs by clicking [here](#)