



Vacancy - Accounts Assistant

Jaxx Bay Ltd is part of Swansea.com and we are looking to recruit an Accounts Assistant to work within our busy, expanding finance team.

Swansea.com includes: -

Morgans Hotel, Travel House, Parc Teifi, and a large property portfolio. This is very much a hands-on role and as such you will be expected to get involved in all areas and functions of the business.

If you feel that you have the skills and abilities required for this role, please forward your CV for consideration.

Responsibilities include:

- Scanning and electronic filing of documents
- Purchase and sales ledger processing
- Data entry
- Reconciliation of bank and cash accounts
- General ledger processing and reconciliation
- Support existing accounts team
- General office duties

Skills required:

- Motivated and enthusiastic
- Have the ability to work to deadlines
- Excellent numeracy and attention to detail
- Good interpersonal skills - to deal with customers, colleagues and external contacts
- Proficient in the use of Microsoft Office packages, especially Excel, although training will be given.

If you feel that you possess the relevant skills,
please send a copy of your CV to jan@swansea.com