



## **JOB VACANCY**

### **Accounts Clerk**

- 6 hours per week for 3 weeks in a month and 12 hours in the 4th week, during school term time
- 1 hour per week during school holidays
- Fun, dynamic and hard working team
- Competitive hourly rate of pay

**An excellent opportunity to be part of an exciting organisation and still have time with your family.**

#### **Key Skills Required:**

- Good computer skills
- Familiar with use of spread sheets
- Book-keeping experience preferable

#### **Main Responsibilities:**

- Employee pay roll every month
- Keeping accounts and budgets
- Paying bills

#### **Further Information:**

If you would like to apply for this position please send your CV to Sarah Main: [sarah.main@puddleducks.com](mailto:sarah.main@puddleducks.com) by **12th May 2010**. Or if you would like to find out more about this opportunity then please email or call Sarah on 01477 410080.