



Par Engineering (MK) Ltd
22-28 Orchard House
Lodge Farm Business Centre
Castlethorpe
Milton Keynes MK19 7ES

T: +44 1908 510822
F: +44 1908 510937
E: askpar@parengineering.com
W: www.parengineering.com

Accounts/Administration Assistant Required

Location: Lodge Farm Business Centre Castlethorpe

Hours of Work: 16-20pw

Rate of Pay: £9ph

PAR Engineering (MK) Ltd is based at Lodge Farm Business Centre in Castlethorpe, Milton Keynes. The business is currently looking to recruit an Accounts/Administration Assistant to work within its small but busy team. The position is mainly based within the Accounts Department. The ideal candidate will be flexible, conscientious and able to work independently when required. Hours of work are negotiable dependent on circumstances.

Main Duties

- Preparation of Sales Invoices.
- Data input on Purchase Ledger.
- Reconciling Credit Card receipts/expenses.
- General admin duties including filing.

Skill Set/IT

- Good general Maths and English skills.
- Microsoft Office skills particularly Excel, Word and Outlook.
- Experience with SAGE or other accounts package would be beneficial.

To apply please email lucy@parengineering.com

Directors Mr P Ridgway Mrs M Ridgway

VAT Reg No: 775 7651 80 Registered in England No: 3756632

Registered Office: Morton House, 9 Beacon Court, Pitstone Green Business Park, Pitstone, Leighton Buzzard, Bedfordshire, LU7 9GY