

Internal Bookkeeper: Isle of Man office.

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We are looking for an Internal Book-keeper to join our internal accounting team.

The ideal candidate will be AAT / CAT / FIA qualified and have at least 3 years' experience in a similar role. The candidate needs to be able to work both independently and as part of a team. A sound knowledge of Sage Professional would be an advantage. They must also be efficient, organised, polite, hardworking and computer literate with good numeracy and literacy skills. Good attention to detail is crucial.

The candidate will be responsible for:

- All aspects of book-keeping
- Paying suppliers Raising client invoices
- Making payments using various on-line banking systems
- Cash advances and expense claims
- Credit control
- Bank Reconciliations
- VAT Returns

If you are interested in this position, please send your CV, Cover Letter and references (if applicable) via [e-mail](mailto:iom@mannmadegroup.com) or to our Isle of Man address FAO Carolyn Van Den Berg.

STRICTLY NO AGENCIES PLEASE

CLOSING DATE FOR APPLICATIONS: 30th September 2017