



Admin & Accounts Assistant P/T – Biggar.

Job Title: Administrative and Accounts Assistant
Job Type: Part Time, 22.5 Hours per week. Salary dependant on experience.
Closing Date 30.04.19

Green Cat Renewables Ltd is a dynamic and innovative established company that provides the complete range of technical services required to deliver all types of renewable energy projects. The team consists of over 50 Environmental Consultants, Civil, Structural, Mechanical and Geotechnical Engineers together with Legal Support and Administration, spread across three offices in Scotland.

The Role

We are seeking an Admin & Accounts assistant to provide support to the administrative team based at our Head Office in Biggar in South Lanarkshire.

The successful candidate will be required to:-

- Work closely with the office administrator to ensure all financial processing is completed on time - this will include Purchase & Sales Ledgers.
- Undertake the Credit Control function and reporting; liaising with internal Department Heads and Project Managers, and directly with clients.
- Assist with monthly payroll.
- Undertake all aspects of daily administration for the team and wider offices.

Experience required

- Excellent verbal and written communication skills
- Proficient with Excel, Word and Outlook
- Excellent organisational skills & time management
- Attention to detail
- Pro-active approach to work
- Customer focused

Desired

- Knowledge of Sage Line 50 Professional
- Have previously worked in an office environment

If you wish to be considered please send in you CV to jobs@greencatrenewables.co.uk

Quote ref: Admin/Biggar04.19.

Closing date 30.04.19.

[www.greencatrenewables.co.uk/careers/Admin & Accounts](http://www.greencatrenewables.co.uk/careers/Admin%20&%20Accounts)
