

## Assistant Bookkeeper / Administrator

**Location:** Newtownbutler, Co. Fermanagh  
**Terms:** Full Time  
**Salary/rate:** Approx. £25k  
**Requirements:** Working hours 08.00am – 17.30pm, Mon-Fri

**About us:** We provide independent and accredited material testing services for the construction industry. Since its establishment in 2015, Testall has been at the forefront of the materials testing industry. We take pride in our contribution to some of Ireland's biggest Civil Engineering projects. We strongly value quality, integrity, co-operation and constant improvement.

**About the role:** We are looking for an assistant Bookkeeper to assist in maintaining our financial records, including purchases, sales, receipts and payments. Duties will also include undertaking administrative tasks to assist in the smooth running of the office.

**Responsibilities:**

- Maintain an accurate record of financial transactions
- Manage day to day payments & queries
- Prepare & issue monthly invoices & statements
- Assist with payroll processing when necessary
- Manage phone calls and email correspondence
- Perform administrative duties & assist colleagues whenever necessary

**Candidate requirements:**

- Adept with using computer programs such as Quickbooks, Excel and other software as required
- Highly organised and able to work under pressure to specific deadlines
- Ability to work as part of a team and take direction accurately
- Good communication skills, both written and verbal
- Data entry skills & strong attention to detail
- Ability to work with confidential information

### Contact us to apply

To apply please send your CV by email to [contact@testallltd.com](mailto:contact@testallltd.com)