

## **Bookkeeper/Administration Job Specification**

### **Full knowledge of Sage Payroll and Sage Line 50 required**

1. Process monthly salaries using Sage Payroll
2. Submit EPS/FPS to HMRC as required
3. Submit Pension Data to Peoples pension
4. Reconcile bank statements
5. Post customer receipts
6. Post supplier payments
7. Post all other payments
8. Post and reconcile credit card statements
9. Answer telephone general enquiries and redirect technical enquiries as appropriate
10. Assist with sales administration
11. Filing
12. Control stationery
13. Assist with dispatch of goods
14. Open and sort post
15. Process and submit year end information to Accountants
16. Process salary year end and submit to Accountants
17. Any other duties as and when required