



Bookkeeper /Administrator

METKA-EGN Limited is a UK-based company providing turnkey EPC solutions for medium- to large-scale solar PV projects.

This is a fantastic opportunity for ambitious, motivated and personable bookkeeper to join our team.

The ideal candidate should fulfil the following criteria:

A solid background in an accounts role in the UK

Good experience ideally on XERO software

Able to create and export reports

Excellent knowledge of Excel

Good knowledge of other Microsoft packages: word, outlook etc.

Bsc degree in Finance, Business Administration, Economics or similar faculty

Good communication skills and ability to work as a part of the team

Strong numerical skills

Ability to work under pressure and meet deadlines.

Key responsibilities will include:

- General administrative duties
- Managing Sales and Purchase Ledger
- Reconciling expenses for all staff
- Managing staff holidays
- Reconciling invoices with bank statements
- Updating bank statements weekly
- Ensure financial records are kept up to date and accurate

Required experience: 2-3 years

12 months contract with possible extension

CV's can be sent to the following email address: Office@metka-egn.co.uk

For further information please call : +44 20 8001 3341