

## **Accounts Administrator**

### **Permanent position – part time hours – office based**

We are looking to appoint an Accounts Administrator to join our small marine insurance office based at Cardiff Marine Village.

15 hours per week.

Monday, Wednesday, Friday preferred - 9.30am to 3.00pm with half an hour for lunch.

£10.50 plus per hour depending on experience.

28 days leave pro rata.

Bonus scheme.

Free parking.

This is an integral role within the business and the successful candidate will be responsible for the smooth running of company's accounts, working alongside the Accounts Director. We are looking for an efficient and organised individual with office experience. The role is occasionally client facing as well as working closely with Underwriters such as Haven, Euromarine and N&G.

Daily tasks include reconciling Underwriters accounts, use of accounting software, managing own workflow and also occasionally answering the phone and greeting visitors to the office.

The ideal candidate will have excellent communication and strong IT skills including Microsoft Office, also knowledge of Sage Line 50 and ACT databases (or other accounting and CMS software).

Previous experience of working in an insurance based office and/or marine knowledge would be a preferable.

Immediate start. Subject to 3 months probationary period.

Please send covering letter and CV to [accounts@baymarineinsurance.co.uk](mailto:accounts@baymarineinsurance.co.uk).