



FINANCE & OFFICE MANAGEMENT OFFICER

The WAOS Ltd provides management services to several companies involved with quality assurance, animal health & other agricultural services. We are currently recruiting for a position to help deliver our financial & office management requirements. This permanent position will be based in our office in Aberystwyth.

We are looking for a self-motivated person, with good accuracy and attention to detail. Interpersonal skills are important, as well as the ability to work as part of a team and in stand-alone roles. The ideal candidate will have a good knowledge of Microsoft Office, Excel, Sage Accounting packages and automated payment platforms such as BACS. Knowledge & experience of accounting processes such as VAT returns, cash reconciliation & keeping financial records are also ideal requirements as are skills of office administration to support the management team.

The post would offer the successful candidate an opportunity to further develop their career.

*Please apply by sending a current and comprehensive CV,
including historical salary details to:*

*Don Thomas, Chief Executive Officer, WAOS Ltd,
PO Box 8, Gorseland, North Road, Aberystwyth SY23 2WB*

WAOS

Closing Date for Applications: 2 September 2016

