**Position Title:** Part timeFinance/Admin Assistant

**Company:** CleanEarth Energy

**Salary**: £20,000 – £21,000 pro rata

**Location:** Wadebridge, Cornwall

**Duration:** Part-time contract (3 days per week).

**Company background:**

CleanEarth design, build, and operate Solar Photovoltaic (PV) and Wind Turbine renewable energy systems throughout the United Kingdom.

Founded in 2010, our industry-leading in-house team of engineers, planners and project managers provide a complete 360-degree service, incorporating every aspect of the project development process and ensuring CleanEarth are always one step ahead.

This unique approach allows CleanEarth to tackle every project head-on, with the in-house resources to provide a truly holistic service.

**Job Description:**

CleanEarth are looking for a Part-time finance/office assistant to our team in an exciting time of growth.

**Responsibilities will include***:*

* Maintaining the purchase ledger and sales ledger
* Assisting with finance duties i.e., preparing and issuing accurate invoices, filing, updating all records.
* Ensuring Sales & Purchasing information is collated accurately within Sage Line 50.
* Dealing with Supplier and Customer Queries.
* Looking into inaccuracies and problem solving, reconciling debtor and creditor accounts.
* Taking calls from Clients and suppliers
* Issuing sales invoices and maintaining project costs via purchase orders.
* Inputting timesheets into project costs on Sage.
* General office duties; answering telephone calls, managing incoming and outgoing post, printing and photocopying / scanning.
* Providing support to the management team as required

**Essential Requirements:**

* Solid previous experience in an administrative role.
* Attention to detail.
* Confident and friendly telephone manner
* Great organisation skills.
* Can work independently and use initiative.
* Strong IT literacy, experience working with Microsoft Office
* Ability to multi-task, prioritise workload, use your own initiative, and work as part of a team.

**Desired Requirements:**

* Proficient within Sage Line 50.

**How to Apply:** Please send a C.V. and covering letter outlining why you are suitable for the role to lisa.cook@cleanearthenergy.com