



Bookkeeper

A fantastic opportunity has arisen to join an international, progressive company with offices in Leicestershire, New York, China, Hong Kong and Japan.

Redd Retail Group is a leading design and display company, specialising in the watch, jewellery and accessories industry and proudly serves some of the world's biggest brands.

Working in a fast-paced, exciting industry; we are looking for a talented and enthusiastic Bookkeeper to join our team.

Bookkeepers responsibilities:

- Recording financial transactions.
- Handling accounts payable and receivable.
- Completing tax forms.
- Managing profit and loss statements and balance sheets.
- Paying regular bills for the company.
- Maintaining company ledgers.
- Handling client invoices by recording and approving or denying the payments.
- Appropriately coding payables to prepare them for the accountant's input later.
- Invoicing deliveries and paying vendors for their goods and services.
- Preparing purchase orders in accordance with requests for materials.
- Recording cash receipts and handling bank deposits.
- Maintaining petty cash. - Preparing information for auditors.
- Additional bookkeeping duties as designated by management.

The ideal candidate:

- Solid understanding of basic bookkeeping.
- Proficient skills in Microsoft Office - Word, Excel, and Email.

Redd Retail Ltd, John O'Gaunt House, Station Road, John O'Gaunt, Leicestershire, LE14 2RE, UK
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Company registration no. 8991966 VAT registration no. 185840086



- Proven ability to calculate, post and manage account figures and financial records.
- Proficient data entry skills.
- AAT or equivalent qualifications or qualified by experience.
- Highly organised with a strong attention to detail.
- Enthusiastic.
- Hands-on approach to working.

What's on offer:

- A great opportunity to join a progressive, international company.
- Career progression and training opportunities.
- Working with some of the world's most well-known brands.
- A fun, lively atmosphere with a creative workspace (and complete with office pets!)

Interviews will begin week commencing 15th October 2018.

To apply for this position, please send your CV and covering letter to socialmedia@reddetailgroup.com or call our office on 01664 454007.

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