



National Small-bore Rifle Association

Job Title:	Accounts Assistant
Salary:	Salary on application
Job Type:	Permanent 20-25 hours/week
Location:	The Lord Roberts Centre, Bisley Camp, Brookwood, Surrey

We are urgently seeking a permanent Accounts Assistant to join the Accounts department of the National Small-bore Rifle Association.

Job Description

The role includes the following responsibilities:-

- Prepare and verify daily sales reports by checking receipts, postings and till reports, preparing daily banking reports for the shop and centre.
- Prepare bank deposits by compiling data from competition entry forms and other forms, verifying and balancing receipts.
- Prepare and reconcile vending machine take ups.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.

Person Specification

- Have some bookkeeping knowledge.
- Familiar with Microsoft Excel.
- Living locally with own transport will be a benefit due to rural location.
- Successful candidates will have to go through a CRB Check.

How to apply (**No agencies**)

Email your CV to Mrs Dee Fuller at dfuller@nsra.co.uk or Mirza Javed at mirza@nsra.co.uk

Closing date: TBC