



## **Lunar Freezing & Cold Storage Company Limited**

### **Accounts & Payroll Assistant**

Lunar Freezing & Cold Storage Company Limited is a long-established family-owned business, based in the fishing ports of Peterhead, Aberdeen and Fraserburgh. Lunar is a vertically integrated company incorporating the catching, processing and delivery of high-quality seafood to our customers worldwide.

A great opportunity has arisen for an **Accounts & Payroll Assistant** to join our Accounts team based in our Head Office at East Quay, Peterhead.

You will be responsible for weekly payroll over a number of Lunar sites, making financial transactions online; updating sales, purchase and nominal ledgers; and providing administrative support.

#### **The successful candidate will have the following profile:**

- An accounting background, with a qualification in accountancy preferred and an excellent understanding of payroll.
- Ability to put controls in place to ensure accurate daily reporting of bank statements, weekly time sheets and payroll reports and monthly HMRC PAYE reports.
- Previous experience of Sage is essential, with Sage Payroll and Sage 200 preferred.
- Proficient in the use of all aspects of Microsoft Office - in particular, the ability to create, update and analyse Excel spreadsheets is essential.
- Excellent verbal, written and interpersonal skills.
- Accuracy and efficiency with excellent attention to detail.
- The ability to work as part of a team and to use your own initiative.

#### **This role is permanent.**

Please note that the vacancy will be closed when the successful candidate has been identified.

Applications including a CV and covering letter can be made by email to:  
[jane@lunarfreezing.co.uk](mailto:jane@lunarfreezing.co.uk)