



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

### **Accounts Assistant – Permanent (Full/Part time)**

Lunar Freezing & Cold Storage Company Limited is a well-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 Assistant** to join our Accounts team based in our Head Office at East Quay, Peterhead.

You will be responsible for supporting the Admin Director in providing accurate and up-to-date weekly P&L reports; monthly management accounts; making financial transactions online; updating sales and purchase ledgers; and providing administrative support.

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

- An accounting background, minimum 2 years required, with a qualification in accountancy and an excellent understanding of the month-end process.
- Ability to put controls in place to ensure accurate monthly reporting of financial statements, management accounts, HMRC reports including VAT.
- Previous experience of Sage is essential, with Sage 200 required.
- 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.
- Prepared to commute to Peterhead on a daily basis (Required)

Salary is negotiable depending on experience and hours.

Please note that the vacancy will be closed when the position is filled.

Applications including a CV and covering letter can be made by email to:

[hr.group@lunarfreezing.co.uk](mailto:hr.group@lunarfreezing.co.uk)