



Lunar Freezing & Cold Storage Company Limited

Accounts & Payroll Assistant, Permanent (Full/Part time)

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 highquality 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, minimum 1 year required, 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.
- Prepared to commute to Peterhead on a daily basis is required.

Salary is negotiable depending on experience and hours

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:

hr.group@lunarfreezing.co.uk