



## Job Listings

Employers and agencies – submit your job listing on this form

Date applications close	18/04/2025
Start date of employment	28/04/2025
Employer's name	Comms Multilingual
Work place address	Renaissance House, 32 Upper High St, Epsom
Job title	Office Administrator & Bookkeeper
Job Description	The role covers financial activities, liaison with suppliers and general office administration, for 3 days a week (23.25 hours), hybrid working. Maintaining the audit trail on financial spreadsheets and Sage 50. Paying invoices from suppliers by preparing bank transfers and using on-line payment systems. Updating paperwork, policies and other documentation. Performing general office clerical duties and errands. Being prepared to help out with any other tasks within the business. Broad experience with Sage 50 is mandatory.
Salary information	£12.50 – £14.00 per hour
Website if any	<a href="https://www.commsmultilingual.com/">https://www.commsmultilingual.com/</a>
Name of employer's contact	Graham Morris