

Aspen House, Airport Service Road
Portsmouth, Hampshire, PO3 5RA
Tel: 02392 668 334 Fax: 02392 668 335
Email: sales@pentaprecision.co.uk
Web site: www.pentaprecision.co.uk



PART TIME BOOK KEEPER / ADMIN ASSISTANT

Currently 8 hours a week with the opportunity of increasing hours going forward, working at the company premises.

This is an opportunity for the right individual to join a progressive, forward thinking company. Penta Precision is an ISO9001 subcontract machining company, manufacturing components for aerospace, medical, electronics and scientific equipment manufacturers. We process prototype, low to medium batch production in aluminium, engineering plastics, stainless and tool steels. Please visit www.pentaprecision.co.uk to understand more about our service.

Penta is a progressive, expanding business looking to invest in people with great values and skills who want to join our journey to become:

"The engineering company where everyone wants to work and who everyone wants to buy from."

Reporting to the company Financial Controller, the successful candidate will take responsibility for bookkeeping and clerical tasks, including processing and recording transactions, communicating with clients and vendors, fact checking, filing and other duties as needed.

The position requires an individual to be accurate, efficient, competent and take responsibility for the following:

1. Invoicing from Sage on a weekly basis.
2. Matching Purchase invoices to delivery notes and booking onto Progress and Sage.
3. Reconciling Supplier statements with Purchase Ledger accounts.
4. Processing payments and receipts into banks.
5. Reconciling bank accounts.
6. Processing BACS payments List for approval and payment authorisation.
7. Assisting in other general financial administration tasks as required from time to time.
8. The ability to work on your own initiative or as a team and develop productive relationships.
9. Excellent communication skills.
10. Attention to detail.
11. Ability to work under pressure and take on responsibility.
12. Flexibility and the ability to deal with the unexpected.

In return Penta offer:

- Competitive Salary.
- A progressive, engaging work environment.
- Job security, training and career opportunities.
- The opportunity to earn overtime.

Penta Precision Eng. Limited. Registered in England. Company number 3478011
Registered Office: Wellesley House, 204 London Road, Waterlooville, Hampshire, PO7 7AN.

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- Company group profit related bonus scheme.
- 33 days annual leave including statutory holidays (prorate).
- Company sickness scheme (subject to qualifying criteria).
- Company auto enrolment pension scheme (subject to qualifying criteria).

Candidate Profile

1. Demonstrate alignment and the ability to live and work by Penta's Core Values.
2. Self-starter and a team player with the desire to work in a progressive company.
3. Good organisational skills, ability to manage and prioritise workload in a changing environment.
4. Solid people and communication skills.

The company's standard hours are as follows:

Standard hours:	Mon – Thursday:	7.30 am to 5.00 pm, 30 minute lunch break.
	Friday:	7.30 am to 12.30 pm.
		41 hour a week.

Currently 8 hours a week with the opportunity of increasing hours going forward, working at the company premises.

A competitive salary dependent on experience.

Opportunity for overtime at 1.4 times hourly rate on completion of 41 hours a week.

Applicants must have a basic accounts knowledge as training can be given.

Penta Precision is equal opportunity employer offering career development, a competitive hourly rate and 33 days holidays per annum (pro-rata, including statutory).

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Recruitment Process

Submit Application form with C.V.

1st Interview

15 minute aptitude test.
1 – 1.5 hours interview. (Susan Bennett)

GIA and PPA on line tests

2nd Interview

The interview will take 2.5 – 3 hours and comprise of:

1. A tour of Penta
2. 1.5 – 2 hours second interview. (Susan Bennett & Mark Walker)

Please forward a letter of application and C.V. for the attention of Susan Bennett, Financial Controller to the above address or finance@pentaprecision.co.uk.