

# JOB VACANCY

**Bookkeeper / Payroll Administrator**

**Salary £15.00 per hour**

**Closing Date: Midnight on Friday 6 February 2026**

Join an industry leader and be part of a growing, forward-thinking team. Billy Bowie Special Projects Ltd is a market leader with a fleet of over 100 vehicles, delivering specialist waste management, vacuum tanker services, jet/vac units, skips, drainage, and sewer cleaning solutions. We are proud of our reputation, our people, and we are dedicated to a cleaner environment.

We are now looking for an **experienced Bookkeeper / Payroll Administrator** to join our friendly and fast-paced office team at **Moorfield Industrial Estate, Kilmarnock**.

## **The Role**

This is a key position within our business, offering variety, responsibility, and the opportunity to make a real impact. You will play an important role in keeping our financial and payroll processes running smoothly.

Your responsibilities will include:

- Accounts Payable, including Sales and Purchase Ledger activities including credit control
- Raising and processing sales invoices
- Running payroll using **Sage 50 Payroll**
- Dealing professionally with supplier and customer queries
- Supporting general bookkeeping and office administration

## **About You**

You'll be organised, reliable, and confident in your abilities, with experience working in a busy office environment.

You will have:

- Proven bookkeeping experience
- Experience using **Sage Accounts**
- Strong IT skills, including **Microsoft Office**
- Experience managing your own workload and working independently
- A positive, proactive “can-do” attitude with excellent problem-solving skills

## **Why Join Us?**

- Work for a well-established and respected company
- Be part of a supportive and experienced team
- A varied role with responsibility and autonomy
- **Full-time or Part-time hours available**, offering flexibility

Please send your CV and covering letter to [eileen@billybowietankers.co.uk](mailto:eileen@billybowietankers.co.uk)

**Only candidates successfully shortlisted for interview will be contacted.**