



FOR PROFESSIONALS WHO SAVE LIVES

JOIN AN AWARD WINNING TEAM

Bookkeeper (Part-time)



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1.5 – 2 days per week – Flexibility required

Immediate Start

Freelance / Self Employed

As a proud member of the Protect Medical Group, Ruth Lee Ltd is a global leader in providing high-quality training manikins and rescue equipment. We support professional and volunteer emergency services in over 50 countries, including Fire and Rescue Services, Paramedics, Defence sectors, and more. Our customers are true heroes — and we're proud to help them train to save lives.

A business is only as strong as its people though. At Ruth Lee, we collaborate with talented, self-employed professionals who share our commitment to quality, innovation, and reliability. You'll be part of an inclusive and supportive working environment where your skills are valued and your contribution makes a real impact.

Based in beautiful North Wales, we operate globally and have earned national recognition — including the Queen's Award for Enterprise: International Trade in 2020 and the King's Award for Enterprise: Innovation in 2024. Innovation and impact are at our core.

We're also committed to giving back. Our three social responsibility projects span local, national, and international communities, with all staff encouraged to take part and suggest new ideas.

As part of the wider Protect Medical Group — alongside PAX and Spencer — we offer an extensive portfolio of life-saving products for the rescue and pre-hospital emergency sectors.

- PAX-Bags, based in South Wales and Northern Germany, manufactures world-class emergency response bags, trusted by NHS Ambulance Services, critical care teams, and rescue organisations globally.
- Spencer, based in Italy, has delivered innovative emergency medical solutions for over 35 years — supporting ambulance services, EMS professionals, rescue teams, and funeral providers worldwide.

Together, Ruth Lee, PAX, and Spencer form a powerful partnership — united in our mission to support those who save lives.

ROLE

We are looking for a highly organised and detail-focused Bookkeeper to support the day-to-day financial operations of our business. This role involves managing accounts payable, processing sales invoicing, maintaining accurate ledgers, and performing bank and account reconciliations. You will work with Sage 50 to ensure all financial transactions are recorded accurately and in line with company policies. This position plays a key role in supporting the smooth and efficient running of our finance function.

KEY DUTIES AND RESPONSIBILITIES

Sales Invoicing & Reporting

- Create and send customer invoices via Sage 50
- Email invoices to clients and issue weekly sales reports
- Prepare monthly sales reports for management

Debtors & Credit Control

- Send monthly statements and follow up on overdue payments
- Perform credit control activities

Purchasing & Accounts Payable

- Post purchase invoices into Sage 50
- Set up and process bank payments for suppliers
- Ledger Management
- Maintain accurate sales and purchase ledger records

Banking & Reconciliation

- Post bank transactions and perform regular reconciliations
- Reconcile accounts, including credit cards, PayPal, and petty cash
- Match invoices/receipts to statements and ensure proper posting in Sage

Employee Expenses

- Process UK employee expenses in Sage and set up payments

Administrative & Other Tasks

- File sales and purchase invoices weekly (paper-based)
- Update manual cost prices in Sage as needed
- Resolve invoice queries and generate ad hoc reports
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SKILLS

- Proficiency in Sage 50 is essential
- Strong understanding of accounts payable processes and general bookkeeping principles.
- Excellent attention to detail and organisational skills.
- Ability to work independently and manage multiple tasks efficiently.
- Strong numerical skills with a good understanding of basic accounting concepts.
- Effective communication skills, both written and verbal, to liaise with team members and external stakeholders.
- The ability to maintain confidentiality
- Ability to work to targets and deadlines
- Candidates with experience in bookkeeping and/or formal bookkeeping qualifications are welcome to apply.

TO APPLY

Send a copy of your CV/resume and a cover letter outlining your interest in the role to Joanne Coakley-Jones via email:

Joanne@ruthlee.co.uk

OUR VALUES

Good housekeeping – always working within our means, carefully calculating the risks required to safely grow our business. Sharing the benefits of successes when they come along.

Loving what we do – genuine care for customers, staff, distributors and suppliers – they are part of our service too.

Learning and progression – listening and involving others, investing in growing the capability of our people. Innovating to constantly improve what we do.

Being dependable – function over fashion. High quality products and enduring relationships. Everything we do is built to last. Doing what we say we will.

Committed to our communities – our business was bred in the Corwen area of Wales and we are committed to this base. Our network of suppliers and customers extend around the world and we are fully committed to that community too.

Purposeful – doing work that makes a positive difference; ultimately the end product of our work is helping others to save lives and care for people.

WHY WE WORKING HERE

FREE PARKING

If you've ever lived and worked in the city – the prospect of ample free parking on site will no doubt be a big plus point! The fact that it just happens to be in a beautiful landscape is a bonus!

SOCIALLY RESPONSIBLE

We are committed to helping the communities we serve and maintain three social commitment projects at a local, national and international level. All staff are welcome and encouraged to be part of these and to suggest ideas for various projects we can support.

WE ARE AWARD WINNERS

Since 2018 we have achieved many awards for export and innovation including The Queen's Award for Enterprise: International Trade in 2020 and The King's Award for Enterprise: Innovation in 2024.