

Accounts Assistant

Job description

To work alongside the Accounts Controller and Accounts Assistant. You will be expected to retain a professional image for the business when contacting external businesses.

You will work with all departments and all levels of personnel within the business and therefore must be confident to converse at these levels.

Requirements

- To have a keen natural interest in accounting.
- Must be self-disciplined, self-motivated with initiative and a team-player.
- General admin and ad hoc duties as required
- Posting purchase invoices for two companies
- Reconciling goods in notes to supplier invoices and carrying out ad hoc stock count
- Reconciling supplier statements and resolving queries
- Liaising with internal teams and external bodies to resolve stock and invoicing queries
- Maintaining purchase ledger records
- Preparing monthly supplier payment runs
- Must be computer literate with Word/Excel/Outlook.
- Confident telephone manner as you will be expected to liaise with customers over the phone.
- Able to complete reports and maintain records of work carried out in accordance with our Business Management Systems, training will be given.

Experience:-

- Experience in financial accounting packages, preferably Sage Line 50.
- Experience in stock control and job costing (preferable but not essential).
- Be able to prioritise workload and meet deadlines displaying speed and accuracy.
- Well organised and efficient with strong attention to detail.
- Willingness to learn and proactively seek solutions and contribute to the wider team.
- GCSE English & Maths at Grade B or above.

Training

- Internal training will be provided where appropriate.
- Where required external training will also be provided.

Benefits & Hours

- Salary will be dependent on experience.
- 20-25 hours over 4 days with the possibility of full time hours in the future
- 28 days holiday inclusive of bank holidays for full time workers
- Accrual of one extra holiday day for every full year of service complete, capping at five days
- Free on-site parking
- Generous company contributory pension scheme
- Bi-annual bonus depending on company performance

Please download the application form from Detectronic's website, complete it and return it with your CV.

The position is subject to a clear DBS check and two satisfactory references.

Start date: immediate