

Accounts Assistant

We are recruiting for a friendly, upbeat and professional Accounts Assistant. The role of the Accounts Assistant will be responsible for a number of core processes within the Accounts Department.

Job Details

Working 4 hours a day Monday – Friday, which will involve a variety of tasks:

- Process customer remittances
- Perform daily bank reconciliations
- Assist with the preparation, review and issue of relevant aged debtors and creditors
- Generation of monthly statement and collection letters
- Process sales invoices and payments
- Paying in cheques at the bank (ad hoc)
- Reconcile credit card receipts and statements
- Provide copy invoice/statements as per customer requests
- Handle incoming calls from customers requesting accounts information
- Provide and maintain exemplary levels of customer service at all times
- Carry out additional duties requested by a member of the management team, as the requirements of the business demand.

Additional Information

Part-time hours: 20 per week

- Full training is provided on systems and products.
- Part time hours: 20 hours per week
- Salary up to £25k pro rata
- 24 days holiday + public holidays pro rata
- Company Sick Pay Scheme
- Pension
- Free refreshments
- On site parking. Due to our location you must have your own transport