

Accounts Assistant

- Based at our premises in Dalston, Carlisle
- Full time, permanent, 37.5 hours per week
- Salary dependent on experience

Role

To assist with the company's financial accounting, reporting and control activities and to ensure they are carried out efficiently, accurately and in line with best practice.

Responsible To

Accounts Manager

Essential attributes

- GCSE Maths and English grade A-C (or equivalent)
- Experience working within accounts
- Good verbal and written communication skills
- Strong attention to detail
- Computer literacy, including use of basic Microsoft Office package
- A genuine interest in business and finance
- An organised and methodical approach to working
- The ability to prioritise own workload
- The ability to concentrate on one task for a long period of time
- The ability to work independently and as part of a team
- An honest and discrete attitude towards work, particularly when dealing with company accounts

Desirable attributes

- AAT Level 3 (or above)
- Experience with Sage 50 software
- Good working knowledge of Microsoft Excel
- Experience with ERP software
- Experience working in a busy office environment

Main responsibilities

- Entries to, and maintenance of the Purchase Ledger; to include invoice entry, statement reconciliation, opening supplier accounts, and managing relevant paperwork.
- Entries to, and maintenance of the Sales Ledger; to include raising invoices, chasing outstanding debt, opening customer accounts, and managing relevant paperwork.
- Assist in the preparation of management accounts.
- Assist in controlling income, cash flow and expenditure including bank reconciliation.
- Assist in collating, preparing and interpreting reports, budgets, accounts, commentaries and financial statements.
- Liaise with customer and supplier account contacts to resolve accounting issues.
- Process company credit card transactions and maintain credit card accounts.
- Assist in the preparation of financial key performance indicators.
- Maintain accounting policies and procedures in line with company requirements.
- Engage in ongoing cost reduction analysis in all areas of the company.
- Maintain banking/ accounting records and company filing systems.

The above is not an exhaustive list of duties and you will be expected to perform tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.