

Accounts Administrator

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

Role

To assist with the reconciliation and maintenance of the company's financial accounts.

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 2 (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 for both First Engineering and Weldtech UK.
- Process company credit card transactions and maintain credit card accounts.
- Ensure data is entered to accounting systems within accounts timeframes (i.e. month end/ year end) for both First Engineering and Weldtech UK.
- Maintain accounting policies and procedures in line with company requirements.
- Maintain banking/ accounting records and company filing systems.
- Liaise with customer and supplier account contacts to resolve accounting issues.
- Liaise with relevant internal departments to resolve accounting issues.
- Pay cash and cheques into the Company bank account as required.
- Manage incoming post as required.
- Assist with reception when necessary (direct incoming calls, manage messages and assist visitors).
- Provide basic holiday cover for the Accounts Department.
- Assist with general administration duties as required.

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.