

Accounts Administrator

The Company

First Engineering Services Ltd is a dynamic, growing leader in delivering bespoke and complex projects, specialising in the design, manufacture, installation, and maintenance of product handling equipment across the UK and Internationally.

Our professional and dedicated team is committed to manufacturing excellence, ensuring delivery of the very highest quality product and service to our customers. We understand that our team is the future of First Engineering Services Ltd, and we endeavour to inspire and grow our people and maintain a first-class working environment for all.

Role

To assist the Finance Manager and Accounts Assistant with the reconciliation and maintenance of the company's accounts.

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

Responsible To

Finance Manager

Essential attributes

- GCSE Maths and English grade A-C (or equivalent)
- Experience working within an accounts department
- Strong 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

Desirable attributes

- AAT Level 2 (or above)
- Experience with Sage 50 software

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- Good working knowledge of Microsoft Excel
- Experience with ERP software

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.