

Accounts Administrator (Accounts Trainee)

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Company: Vardey Recruitment

Location: Poole

Category: other-general

Accounts Administrator (Trainee) - Accounts Assistant

Poole - Dorset

£20,000-£25,000 + Study Support (AAT) + healthcare + training + fun!

Vardey Recruitment is supporting the recruitment of an Accounts Assistant (Accounts Trainee) to join this successful, growing and very friendly company in Poole, Dorset. We are seeking a motivated and detail-oriented individual to join a small team as an Accounts Administrator. As the Accounts Trainee, you will assist with various accounting tasks and gain valuable hands-on experience in the accounts field. This is a great opportunity for someone looking to start or continue their career in accounting and develop their skills in a supportive environment.

Accounts Assistant Job duties:

- * Purchase ledger – input of invoices
- * Assisting with supplier payments and queries handling
- * Sales ledger duties – raising of invoices
- * IT - supporting the transition of accounts from Xero to SAP
- * Data entry
- * Bank reconciliations
- * Petty cash, expenses, journals
- * Credit control duties via phone and email
- * Plus more!

Requirements for the Accounts Assistant role:

* A school leaver, college leaver or maybe a graduate seeking first job in accounts or someone with some office admin experience keen to continue learning accounts.

* Ideally someone numerate with excellent communication skills

* Ability to pick up tasks quickly

* Strong MS office Excel, Word, strong IT skills

* Ability to multi-task

* Highly organised

* Problem solving skills

* Ability to pay attention to detail

* The ideal candidate will be someone keen to continue their learning who maybe actively studying the AAT or keen to start their AAT studies.

In return the Accounts Assistant Trainee job offers

* £20,000 - £25,000 (depending on experience/qualifications)

* Pension

* Free parking

* Private Health Care

* Study Support for AAT

* Team events/social company

* Fantastic support and training

* Lovely working environment

* Friday early finish!

* The Accounts job would suit someone looking for an interactive busy trainee accounts job with support and training from a lovely team!

* If you are eager to kick-start your career in accounting and have a passion for numbers, we encourage you to apply for the Accounts Trainee position. Join the team and gain valuable experience while contributing to the success of the company.

By applying for this role, you are authorising Vardey Recruitment – a recruitment agent, to contact you and to provide services and information relating to job hunting activities. Please see our privacy policy for further details.

Ref; Accounts trainee, accounts assistant, poole - bournemouth - AAT

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