

Accounts Administrator - BMW/MINI

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Company: Jardine Motors Group

Location: United Kingdom

Category: office-and-administrative-support

Overview of role

Are you an Accounts Administrator looking for a new challenge? If you are passionate about providing commercial and compliance support to our colleagues, we would love to hear from you!

Accounts Administrators play a critical role in providing support to our dealership's ensuring data is recorded in an accurate and timely manner. JMG will empower, support, and give you all the tools you need to thrive in an exciting environment where your role is vital to our success.

This role will be on a remote based contract but travel to our BMW dealerships in Maidstone and Tunbridge Wells is expected for meetings and additional tasks.

Duties, Responsibilities & Person Specification

We grow our own talent! We provide you with all the training and development opportunities you will need to succeed.

Everyone is welcome! We're committed to building a truly inclusive culture and diverse workforce. We want you to be yourself at work – and thrive.

We have a generous benefits including: 33 days holiday (including bank holidays), Birthday off (we like to celebrate!) great pension, generous commission schemes, reward savings, and much more – a whole A4 page to be exact!

When we say we care about your wellbeing, we mean it. You'll have access to mental health support, nutritional and financial advice, and a Digital GP. We also have over 50

trained Mental Health First Aiders (and counting).

What you'll bring to the role:

Organisation -the ability to handle and interpret large amounts of information and work to set deadlines.

IT knowledge – A good working knowledge of the Microsoft 365 package, you will be required to work on automotive specific technology, but we will provide all the relevant training.

Experience in balance sheets, purchase ledger and cashiering

A can-do attitude, we will provide support and guidance, but we love colleagues who believe in their own ability to succeed!

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