

## Accounts Administrator

[Apply Now](#)

Company: Interaction Recruitment

Location: Lamesley

Category: other-general

Job Title: Accounts Administrator

Location: Gateshead

Salary: £25,(Apply online only) per annum

Bonus: Up to 10% (based on company and personal performance)

### About Us:

We are representing a client in Gateshead seeking an Accounts Payable Administrator to join their dynamic accounts department. The role offers the opportunity to contribute to the smooth and efficient operation of various sites.

### Role Overview:

As an Accounts Payable Administrator, you'll play a crucial role in managing ledger responsibilities alongside a team of three professionals. Your primary tasks will include processing purchase invoices, maintaining supplier accounts, and ensuring timely payments.

### Responsibilities:

Process purchase invoices and resolve approval issues

Maintain and set up supplier accounts

Reconcile supplier statements

Handle credit card statements and expenses

Prepare for weekly payment runs

Assist in quarterly accruals and maintain relevant spreadsheets

Take ownership of allocated portion of the Creditors Ledger

Handle supplier queries and direct incoming calls

Undertake adhoc duties to support the accounts function

#### Key Skills:

Proficiency in Microsoft Excel, Word, and Outlook

Strong numerical skills and attention to detail

Effective communication skills, both written and verbal

Ability to multitask and prioritize workload

Initiative and proactive problem-solving approach

Pleasant telephone manner and professional demeanor

#### Desirable Skills:

Experience with Navision system or Microsoft Business Central

#### Requirements:

Previous experience in a similar role

Eligibility to work in the UK without sponsorship

#### Benefits:

Holidays: 33 days including bank holidays

Pension: Auto Enrolment

Death in service benefit: 2x Salary paid to a beneficiary

#### How to Apply:

If you have the required skills and experience, please submit your CV and a cover letter highlighting your suitability for the position. Interviews will be conducted on a rolling basis, so

early application is advised.

Join our team and be a key player in our client's accounts department's success. Apply now for this exciting opportunity!

[Apply Now](#)

### Cross References and Citations:

1. [Accounts Administrator Gamejobs Jobs LamesleyGamejobs ↗](#)
2. [Accounts Administrator Socialnetworkingjobfinder Jobs Lamesley Socialnetworkingjobfinder ↗](#)
3. [Accounts Administrator ReactjobsnearmeJobs LamesleyReactjobsnearme ↗](#)
4. [Accounts Administrator Respiratorytherapistjobs Jobs Lamesley Respiratorytherapistjobs ↗](#)
5. [Accounts Administrator CosmeticsjobsJobs LamesleyCosmeticsjobs ↗](#)
6. [Accounts Administrator Jordanjobs Jobs LamesleyJordanjobs ↗](#)
7. [Accounts Administrator Birminghamjobs Jobs LamesleyBirminghamjobs ↗](#)
8. [Accounts Administrator Contentwriterjobs Jobs LamesleyContentwriterjobs ↗](#)
9. [Accounts Administrator StudentjobsnearmeJobs LamesleyStudentjobsnearme ↗](#)
10. [Accounts Administrator Pediatricjobsnearme Jobs LamesleyPediatricjobsnearme ↗](#)
11. [Accounts Administrator PropertyjobsJobs LamesleyPropertyjobs ↗](#)
12. [Accounts Administrator Venezuelajobs Jobs LamesleyVenezuelajobs ↗](#)
13. [Accounts Administrator EmploymenowJobs LamesleyEmploymenow ↗](#)
14. [Accounts Administrator SoftwaregiantcareersJobs LamesleySoftwaregiantcareers ↗](#)
15. [Accounts Administrator Jobsqatar Jobs LamesleyJobsqatar ↗](#)
16. [Accounts Administrator Findlocaljobs Jobs LamesleyFindlocaljobs ↗](#)
17. [Accounts Administrator NewyorkjobscareerJobs LamesleyNewyorkjobscareer ↗](#)
18. [Accounts Administrator Venezuelajobs Jobs LamesleyVenezuelajobs ↗](#)

19. **Accounts administrator Jobs Lamesley** ↗
20. **AMP Version of Accounts administrator** ↗
21. **Accounts administrator Lamesley Jobs** ↗
22. **Accounts administrator Jobs Lamesley** ↗
23. **Accounts administrator Job Search** ↗
24. **Accounts administrator Search** ↗
25. **Accounts administrator Find Jobs** ↗

Source: <https://uk.expertini.com/jobs/job/accounts-administrator-lamesley-interaction-recruitm-221454098/>

Generated on: 2024-05-02 by Expertini.Com