

## Accounts Assistant - 30 Hours Per Week

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Company: Concept Technical

Location: Kingswinford

Category: other-general

Job Title: Accounts Assistant

Location: Brierley Hill, West Midlands, UK

Salary: Up to £28,000 per annum

Are you passionate about numbers and possess a keen eye for detail? Do you thrive in a fast-paced office environment? If so, we have the perfect opportunity for you!

We are seeking a diligent and dedicated Accounts Assistant to join our team in Brierley Hill. As an Accounts Assistant, you will play a crucial role in supporting our finance department in various accounting tasks.

Key Responsibilities:

- \* Assist with day-to-day accounting tasks including accounts payable, accounts receivable, and bank reconciliations.
- \* Process invoices, expense claims, and payment transactions accurately and efficiently.
- \* Maintain accurate and up-to-date financial records.

- \* Assist in preparing financial reports, including profit and loss statements and balance sheets.
- \* Help with payroll processing and related tasks.
- \* Liaise with internal teams and external vendors to resolve any accounting discrepancies.
- \* Provide general administrative support to the finance department as needed.

#### Requirements:

- \* Previous experience in a similar role preferred, but not essential.
- \* Proficiency in MS Excel and accounting software.
- \* Excellent attention to detail and organizational skills.
- \* Strong numerical aptitude.
- \* Ability to work effectively both independently and as part of a team.
- \* Good communication skills, both written and verbal.
- \* A proactive and positive attitude towards work.

#### Location and Salary:

This is a part time (30 Hours Per week), office-based position located in Brierley Hill, West Midlands. The salary for this role is up to £28,000 per annum, depending on experience and qualifications.

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