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Accounts Assistant / Administrator - Surrey - £30,000

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Company: Ashdown Group

Location: Hampton

Category: other-general

An established and growing business is looking for a detail-orientated Accounts Assistant / Administrator to join their small Accounts team based in the Esher area, Surrey / South West London.

The successful candidate will be responsible for general accounts administration with a focus on purchase ledger and subcontractor (CIS) ledger. Duties will include:

monitoring the accounts email

printing out all invoices for the Managing Director to review

collating credit card receipts

inputting all purchase ledger invoices on the accounts system

reconciling, paying & filing purchase ledger invoices

monitoring the delivery notes and alerting the Accounts Assistant to any queries

liaising with the Accounts Assistant and Finance Director on credit notes received to make sure there are no duplications

inputting new subcontractors on the accounts system and check they have EEC settlement status

inputting sub-contractors hours from site managers sheet, checking these against QS's queries sheets and paying

This role would suit a motivated individual that has experience in an Accounts Assistant, Accounts Administrator, Purchase Ledger Clerk, Suppliers Ledger Assistant, Accounts Payable Associate or similar role with excellent data entry skills, great attention to detail and strong IT competency (Excel / Accounts systems). Any exposure to the construction industry, including trade suppliers, would be highly beneficial but not essential.

This is an exciting opportunity to contribute to the smooth functioning of the financial processes for a growing organisation. This Accounts Assistant / Administrator is paying up to £30,000 plus benefits.

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