

Accounts Assistant

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Company: Edwards & Pearce

Location: Bridlington

Category: other-general

Due to internal promotion a company established for nearly 100 years and with multiple sites is looking to recruit an experienced Accounts Assistant. This full time position has varied duties including purchase & sales ledger, reconciliations, credit control, payroll and assisting with Management Accounts. You must have wide ranging accounts knowledge and possess professionalism, a methodical pro active approach and willingness to assist others in the large accounts team.

THE ROLE

Full time, permanent, office based.

To work within a professional team processing ledger invoices, reconciliations, credit control and preparation of payroll.

Assist the Management Accountant with additional duties.

Identify, investigate and resolve all account queries and process accounts admin.

Above average IT experience required.

THE CANDIDATE

You will have the ability to processes purchase & sales ledger invoices, reconciliations, credit control and show a willingness to accept additional duties.

Assisting with payroll and management accounts

AAT qualification (Or studier) would be an advantage but not essential.

Able to remain calm, focused and accurate whilst striving towards deadlines.

Methodical approach as you'll be processing accounts for multiple sites.

Possess a full driving licence and above average IT experience.

BENEFITS:

AAT study support, supportive team

THE CONSULTANCY:

Edwards & Pearce acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Edwards & Pearce is an Equal Opportunities Employer.

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