

## Accounts Assistant

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Company: Fresh Perspective Resourcing

Location: Chorley

Category: other-general

Do you have a head for numbers that would have Carol Vorderman quaking in her boots?

Are you super organised with the ability to spin lots of plates?

All whilst delivering a great service?

Well this Accounts Assistant role was made just for you!

This company are more than just accountants, they are working to change the way that accountants are viewed, through their fantastic client service...

Plus, they offer heaps of training and development, along with some fantastic benefits!

As an Accounts Assistant, your main responsibilities will include...

- \* Assisting with bank reconciliations
- \* Carrying out purchase ledger and sales ledger
- \* Proposing payment runs

- \* Undertaking credit control
- \* Liaising with clients daily, to provide a great client experience
- \* Month end reconciliations

We're looking for an Accounts Assistant with the following skills and experience...

- \* Some experience as an Accounts Assistant
- \* To have completed an Accountancy course or first level of AAT
- \* Excellent organisational skills and the ability to work to deadlines
- \* Strong verbal and written communication skills and high attention to detail
- \* Experience of Xero would be highly advantageous
- \* Experience of delivering to multiple stakeholders is desirable

In return, the successful Accounts Assistant will receive a salary of £19,000 to £24,000 plus the following benefits...

- \* 25 days holiday plus bank holidays
- \* Study support for AAT
- \* Day off for birthday
- \* Flexible/ hybrid working
- \* Team events

To apply for this Accounts Assistant role, send your CV over to Lyndsey today

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