

## Accounts Assistant - Fixed term

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Company: SG Personnel Ltd

Location: South Shields

Category: other-general

Our client is a global manufacturing business based in South Tyneside, who are looking to recruit an Accounts Receivable/ Accounts Payable Co-ordinator.

This is a fixed term, full time position until the end of December 2024. Hours of work are Monday to Thursday, 8am to 5pm with a 30-minute unpaid lunch break, and Friday 8am to 1pm.

The purpose of the role is to provide support to the Financial Controller in accounts receivable and accounts payable. Duties will include but are not limited to:

- \* Processing and reconciling payroll transaction for 4-weekly & monthly (salary) paid employees as well as the calculation and submission of monthly PAYE/NI contributions.
- \* Intercompany reconciliations and agreement.
- \* Credit Control including order release, review of sales orders going forwards to monitor credit exposure and proactive engagement with customers to ensure payments are made on a timely basis.
- \* Overdues Reporting.
- \* Setting up new customers in ERP system (MFG-PRO.)
- \* Booking of purchase invoices in MFG-PRO.
- \* Reconciliation of Supplier Statements to Ledger.

Suitable applicants should be able to demonstrate the following:

- \* Minimum of 2 years' experience in a similar role within accountancy
- \* Excellent team working skills, as you will be a member of a small team, with a flexible approach to work.

- \* Excellent communication skills, with the ability to adapt to various levels and deal with conflicting situations, confidently and professionally.
- \* Excellent organisational skills, with the ability to prioritise and plan ahead and meet targets
- \* Problem solving skills are required, as well as an ability to communicate issues and corrective actions to management.
- \* It literate; familiar with MS Office Applications (e.g., Word, Excel, PowerPoint, Outlook) and ERP systems.

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