

## Accounts Assistant

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Company: Travail Employment Group

Location: Harrogate

Category: other-general

### Accounts Assistant

£23,000-£26,000, Harrogate, on site parking, 33 days annual leave, private health insurance, death in service, training, development and progression.

We are currently recruiting an Accounts Assistant to join this established company based in Harrogate. This company is a specialist in their field and provide excellent facilities and services throughout the UK. This role offers training and development to progress into a Management Accountant position within the team

The main purpose of this job is to support the accounts team and Finance Manager. Your main responsibilities will be transactional finances. We are looking for someone who has a good attention to detail and excellent administration skills who will be able to produce and process invoices. Training and development will be provided to develop this role into a Management Accountant, therefore this is an excellent opportunity to spring board your accounts career!

### Accounts Assistant Responsibilities:

- Producing monthly invoices
- Daily banking and reconciliation
- Producing and sending customer statements
- Processing sales ledger invoices and credit control
- Assisting accounts team to allocate costs

·Maintaining and building relationships with internal and external stakeholders

#### Accounts Assistant Requirements:

- Excellent time management and organisational skills
- A keen eye for detail and a good head for numbers
- Experience and a good understanding of accounts processes preferred
- Good communication skills and the ability to build and develop relationships
- AAT qualified or keen to learn, study support can be provided

This Accounts Assistant role is very transactional and may suit a graduate or student who has recently studied Accounts, Finance, Economics, or AAT, or someone who has experience as an Accounts Assistant, Purchase Ledger or Sales Ledger Assistant. Qualifications are not the most important thing, however if you are already AAT qualified and looking to progress onto ACCA or CIMA this may be an advantage and fast track you onto the Management Accountant position.

Due to the volume of applicants if we have not contacted you within 14 days you may not have been successful for this position but please feel free to give us a call to discuss similar roles.

Travail has been established since 1977 and has branches nationwide. Our Harrogate branch was opened in 1995 and has five specialist consultants who each deal with different market sectors.

Travail Employment Group Ltd is acting as an Employment Agency in relation to this vacancy.

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