

Accounts Assistant

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Company: Page Personnel

Location: High Wycombe

Category: office-and-administrative-support

Accounts Assistant role in High Wycombe

Previous AP/AR experience is essential

About Our Client

This Accounts Assistant role will be working for a well established/growing business in High Wycombe.

Job Description

The successful candidate for this position based in High Wycombe, will be doing the following:

Posting Sales and Purchase Ledger invoices

Cashbook reconciliations

Credit Control

Cash allocation

Balance sheet reconciliations

Inter-company reconciliations

Processing expenses

Processing journals

The Successful Applicant

The successful candidate for this position based, will need to have the following skills:

Have previous working experience in accounts department for at least 1 year

Be able to show true capabilities for the job

Have an eye for detail

A willingness to learn and also be ready to join in with our friendly and energetic team

What's on Offer

This role offers a hybrid working pattern.

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Cross References and Citations:

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