

Accounts Assistant (HYBRID WORKING)

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Company: Page Personnel

Location: Richmond

Category: office-and-administrative-support

Hybrid Working

Opportunity for progression

About Our Client

My client is based in Richmond upon Thames and offers a great work culture and opportunity for progression. The companies offices are located within close proximity to public transport.

Job Description

The key responsibilities for the role of Accounts Assistant (HYBRID WORKING) will include:

Reconciling supplier statements

Processing supplier invoices

Assisting with payment runs

Filing and archiving invoices

Assisting with month end reporting

The Successful Applicant

The successful candidate for the role of Accounts Assistant (HYBRID WORKING) will be:

AAT qualified

Experienced in Accounts receivable and Accounts Payable

A strong communicator

Proficient in Excel - Vlookups/Pivot tables

What's on Offer

The role of Accounts Assistant (HYBRID WORKING) offers a competitive salary of £28,000-£35,000 per annum, plus:

Hybrid working

Study support

Chance to progress

Company benefits

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