

Accounts Assistant

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Company: Get-Recruited (UK) Ltd

Location: Irlam

Category: other-general

ACCOUNTS ASSISTANT

IRLAM, MANCHESTER

HYBRID AFTER 3 MONTHS (3 DAYS OFFICE/2 DAYS HOME)

£30,000 to £33,000 + GREAT BENEFITS + BONUS

THE COMPANY:

We're proud to be exclusively recruiting on behalf of a highly successful and forward-thinking company that is looking to recruit an Accounts Assistant to join the team.

As an Accounts Assistant, you'll be reporting to the Head of Finance and be responsible for a mix of Credit Control and broader Finance tasks such as Purchase Ledger, Bank Reconciliation, Payments, setting up Customer Accounts, Credit Checks, Allocating PO numbers, Matching PO numbers to Stock and assisting with Month End Journals.

This is a great opportunity for a driven individual who is undertaking AAT Level 2 or 3, and has 2 years + experience in a broader finance role. Exceptional candidates who haven't undertaken AAT Qualifications will be considered.

THE ACCOUNTS ASSISTANT ROLE:

Reporting to the Head of Finance, you'll be working in a small team of 3 people with a mixed responsibility for day-to-day transactional finance tasks (50% of the role) and acting as the sole Credit Controller (50% of the role)

Contacting businesses to tactfully collect due and overdue Invoices/debts from organisations ranging from SMEs to Large Corporates. Producing Ad-hoc Sales Invoices as and when required

Managing invoice queries and liaising with the Sales team to enable them to resolve within a timely manner.

Monitoring the Sales Ledger and identifying accounts with doubtful debts and once collection efforts have been exhausted, escalating to the Director for action.

Conducting Daily bank reconciliations, logging debtor payments and ensuring the accounts system matches the bank.

Setting up new customer accounts, conducting credit checks and applying approved limits.

Monitoring accounts to ensure credit limits are not exceeded.

Conducting ad-hoc customer account reconciliation to handle discrepancies.

Assisting the Accounts Assistant with the processing of pre-scanned supplier invoices, conducting supplier bank reconciliation and adding supplier payments for authorisation.

Monitor Stock purchases and ensuring they are accurately matched to Purchase Invoices & PO Numbers, liaising with the Purchasing Department to enable them to resolve on the system.

Assisting with creation of Journal entries for accruals and prepayments as and when required.

Must have experience within an Accounts Assistant role, or similar position, such as Finance Assistant, Accounts Clerk, Finance Clerk or Assistant Accountant

Ideally with an AAT Level 2 or AAT Level 3, however, exceptional candidates without will be considered.

Experience of Credit Control, Purchase Ledger, Bank Reconciliation and Payment Preparation

Able to add Journal entries for accruals and prepayments.

Confident around systems, strong communication skills and a 'can do' attitude is essential. TO

APPLY:

Please send your CV for the Accounts Assistant position via the advert for immediate consideration.

Get Recruited is acting as an Employment Agency in relation to this vacancy.

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Cross References and Citations:

1. [Accounts Assistant Teacherjobsnearme Jobs IrlamTeacherjobsnearme ↗](#)
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3. [Accounts Assistant DhakajobsJobs IrlamDhakajobs↗](#)
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