

Accounts Assistant

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Company: SF Recruitment

Location: Leicester

Category: other-general

POSITION: Accounts Assistant

LOCATION: LE1 - Leicester City Centre

SALARY: £22,000-£26,000

Full Time / Fixed Term Contract - 6-12 Months

Must be immediately available!

SF Recruitment are working with a rapidly growing business in Leicester City Centre who are seeking an Accounts Assistant to join the business on a Full Time basis, on a Fixed Term Contract, which has the possibility of becoming permanent in the future. This is a newly created role due to growth & expansion within the business. Are client is seeking an individual who will be heavily focussed on the Purchase Ledger element of the role.

Your daily responsibilities will include:

- To undertake the processing of non-manual invoices and payments within the purchase to pay function.
- To ensure all payments are processed within agreed deadlines, including CHAPS and foreign journals
- To upload credit card statements
- To process self-bills invoices
- To reconcile supplier statements in line with the agreed

- To deal with all supplier queries efficiently
- Ensure that all expenses are checked and processed within agreed deadlines
- To manage aged credit items and debits on the creditors ledger on a timely basis

If you are interested in this position and wish to be considered, please apply with your most up to date CV.

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