

Accounts Assistant

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Company: James Recruitment

Location: Nuneaton

Category: other-general

£24,000 £25,000- Nuneaton (Trainee part qualified or looking to progress AAT)

Accounts Assistant

Our client a leading transport company currently have a new opportunity for an Accounts Assistant / Credit Controller to join their Finance department.

The role will be working in our clients head office in Nuneaton, Monday to Friday 37 hours per week.

In this role you will produce timely and accurate sales invoices, chase late invoices and recover cash for all invoices due.

* To maintain and implement a comprehensive schedule detailing the invoices to be raised each month, when it should be raised and who is to provide the invoicing information

* Ensure that invoices produced are properly supported and all related documentations are consistently filed in an

* Ability to work under pressure and to prioritise workloads to ensure deadlines are met, with the ability to be self-motivating and undertake tasks with minimum supervision.

* Excellent organisational and communication skills

In return our client offers a salary of £25,000 plus excellent career development - apply now for an interview!

Job Types: Full-time, Permanent

Salary: £24,000.00-£25,000.00 per year

Benefits:

* Company pension

* Free parking

* On-site parking

Schedule:

* Monday to Friday

Experience:

* Accounting: 1 year (preferred)

* bookkeeping: 1 year (preferred)

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