

Accounts Assistant - Portsmouth

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Company: Page Personnel

Location: Portsmouth

Category: other-general

All-round Accounts Assistant position covering AP/AR, bank reconciliations and invoicing, as well as ad-hoc administration tasks. This position would suit a candidate with a good level of accounting principles (AAT 3 and above or QBE) who is looking to run the role as their own.

Client Details My client, based just on the outskirts of Portsmouth, are a rapidly growing utilities business. They are expanding their team and looking to bring in an Accounts Assistant, to support with the day-to-day transactional responsibilities.

Description Accounts Assistant: Maintaining accurate financial records
Conducting bank reconciliations
Managing Accounts Receivable and Accounts Payable
Handling invoicing tasks
Reconciling online and eBay purchases
Generating reports
Providing assistance to other departments as needed.

Profile Accounts Assistant: Prior experience in accounts and reconciliation
Thorough understanding of accounting principles and practices
Proficiency in utilizing bookkeeping software like Xero
Ability to collaborate effectively in team settings as well as independently
Advanced skills in MS Excel and Word
Exceptional attention to detail
Proficient in analytical thinking and problem-solving
Outstanding customer service abilities

Job Offer £27k-£30k
28 days holiday
Free parking on site
Private Medical
Pension

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