

Accounts Assistant

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Company: Page Personnel

Location: Pulborough

Category: office-and-administrative-support

Finance

Accounts

About Our Client

A growing Pulborough based organisation is looking to recruit a full time permanent Accounts Assistant.

Job Description

As Accounts Assistant you will be responsible for:

Daily cash posting

Sending BACS payments

Reconcile accounts

General sales ledger duties

Process supplier invoices & maintain the purchase ledger supplier accounts

Reconcile petty cash

Preparing payment & Direct Debit runs

Month end reconciling and closing ledger

The Successful Applicant

Hybrid working

AAT / Studier / Qualified by experience

Excel knowledge

Accounting software

What's on Offer

£23-25,000

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Cross References and Citations:

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