

Accounts Assistant

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Company: Prince Personnel Limited

Location: Shrewsbury

Category: architecture-and-engineering

Accounts Assistant

Shrewsbury

Temporary

Monday – Friday 08:30-17:00 (30 mins lunch)

Salary – £12ph - £13ph

We are recruiting for a well-established business based in Shrewsbury. They are looking for an Accounts Assistant on a temporary ongoing basis for at least 4 weeks covering sickness.

You will be responsible for:

- * Bank Reconciliations
- * Purchase Ledger invoice processing
- * Reconciling delivery notes and purchase orders to invoices received

- * Purchase Ledger statement reconciliations
- * Maintaining the Sales Ledger Control account
- * Credit management
- * Statement reconciliations
- * Assist in the preparation of month end and end of year accounts
- * Maintaining customer information
- * Responding efficiently to queries
- * Other ad hoc duties as required to support the finance function.

Skills and Experience

The successful candidate will have previous experience of working in a similar role. The successful candidate will ideally be proficient with Sage50 and Microsoft Office programs.

The application process:

Our mission is to support our clients in their creation of an equal, diverse and inclusive workforce. We are committed to providing a barrier-free recruitment process, so if you require any reasonable accessibility adjustments within the application process, then please make it known at the earliest opportunity.

We will carefully consider your details and advise you if we're able to progress with your application within 72 working hours. If you do not hear from us within this time your details won't be retained. So, if you're not successful on this occasion, do continue to respond to future roles we advertise. In the meantime, all good wishes and continued success with your search for employment.

About Us

Prince Personnel are an employment agency working on behalf of our client. Whether you're seeking a new permanent position, temporary assignment or contract you'll find us easy to deal with. Located in thriving Telford, we focus on jobs in Shropshire, Staffordshire and North Wales. Prince Personnel specialise in commercial, accounts and finance and technical recruitment. With the best jobs around we are an independent agency working hard for you.

Reference: BLB26106

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