

## Accounts Assistant

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Company: Page Personnel

Location: St Albans

Category: office-and-administrative-support

Fast pace and engaging company with a positive work environment

Accounts Assistant role based in St Albans for retail solutions company

### About Our Client

Our client, focuses on bringing cutting-edge commercial solutions to the market, with a strong partnership with one of Europe's largest retail manufacturer. Their innovative, high-tech products emphasise a complete retail package, tailored to meet the unique needs of their customers. They offer a wide range of retail solutions, from standard shelving to parcel lockers.

### Job Description

The primary duties of the Accounts Assistant involve:

Managing and maintaining the purchase ledger, ensuring accuracy and completeness of financial records.

Processing supplier invoices, matching them with purchase orders and delivery notes, and resolving discrepancies.

Verifying the validity of expenses and ensuring they comply with company policies.

Timely and accurate data entry into accounting software or systems.

Reconciling supplier statements to maintain accurate account balances.

Preparing and processing payment runs, including checks, electronic transfers, and direct debits.

Assisting in month-end and year-end financial closing activities.

Contributing to the overall financial health of the organisation by providing support to the finance team in various tasks.

Staying up-to-date with relevant accounting and regulatory standards to ensure compliance.

Answering and resolving queries via phone and email from suppliers & customers as required

### **The Successful Applicant**

Previous Experience in general accounts role

Proficient in MS Excel

Exceptional Attention to Detail

Demonstrates a Professional Telephone Manner

Level 3 AAT or studying towards

### **What's on Offer**

Company pension

Cycle to work scheme

Employee discount

On-site parking

24 Days Holiday + Bank Holiday

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### **Cross References and Citations:**

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