

## Accounts Assistant

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Company: Page Personnel

Location: St Albans

Category: other-general

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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