

## Accounts Assistant

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Company: Uniting People

Location: Stoke-on-Trent

Category: other-general

Up to £35,000 per year DOE

Generous pension contributions

A stimulating and varied working environment

24-hr GP wellness program

Holidays 25+BH

Training & Development

A fantastic opportunity for an Accounts Assistant to join a well-established, specialist business driving innovation through extreme engineering and advanced materials technology. As an integral member of the Finance Team, the Accounts Assistant will play a vital role in ensuring accurate financial records and supporting the company's overall financial operations. Responsible for a range of accounting tasks, including bookkeeping, and reconciliations, this role requires meticulous attention to detail and a strong understanding of accounting principles. By maintaining organised and up-to-date financial records, the Accounts Assistant will contribute to informed decision-making and efficient financial processes within the company.

Responsibilities:

\* Raising and distributing Customer Invoices

- \* Distribute accurate customer statements
- \* Maintain customer database on SAGE and automate credit control mailings
- \* Update Fixed Asset Registers
- \* Preparation, submission and reconciliation of Quarterly VAT returns
- \* Review and analysis of job costings
- \* Reconciling bank statements
- \* Control and reconciliation of petty cash in several currencies
- \* Maintaining Direct Debit costs and schedules
- \* Monitor DDs and ensure associated costs are processed
- \* Processing Credit Card and Cash Expenses
- \* Obtaining adequate authorisation for Purchase invoices, both PO & manually driven
- \* Resolve credit balances at month end
- \* Reconcile monthly payments towards annual costs, ensuring liabilities reconcile
- \* Process time sheets
- \* Process payroll on SAGE
- \* Monitor holidays taken and payment
- \* Ensure employee personnel records are present and accurate

\* Monthly reconciliation of PAYE/NI Control accounts

\* Ordering stationery and office equipment

**Candidate Requirements:**

\* AAT, CIMA Part Qualified, Equivalent Degree

\* Experience of using Sage 50 accounts and Sage payroll is essential

\* Strong Excel Skills

\* High attention to detail

\* Strong customer service and commercial acumen

\* A polite telephone and email manner

\* Confident in liaising with overseas stakeholders

\* Hands on and flexible approach

\* Able to organise own time and prioritise workloads, achieving timetables and deadlines

\* Able to react to changing priorities

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