

Accounts Assistant

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Company: Exertis

Location: United Kingdom

Category: office-and-administrative-support

We are recruiting for an Accounts Assistant to join our Finance team at Exertis Supplies in Elland, supporting the Senior Assistant Accountant and the Group Accountant in the day to day tasks associated with the accounting function of the business.

This is a varied role which will involve assisting other departments as required, however the focus will be on preparation of the management accounts and associated reporting.

Your Day-to-Day

Checking and closing the Accounts Receivable ledger at period end

Preparing and entering journals on the General Ledger

Producing Daily, Weekly and Monthly Reports

Supporting the preparation of Management Accounts and month end duties

Assisting with Coding and inputting Accounts Payable invoices

Demonstrate a strong awareness of and commitment to Ethics and Compliance and the DCC Group Code of Conduct

Role Requirements

Experience of working in a finance department

Relevant accounting qualification such as AAT, or the willingness to take on supported study

Excellent attention to detail and numeracy with the ability to be efficient and accurate

Good communication skills at all levels

Computer literate with a good knowledge of Excel, Outlook and Word

What's in it for you?

It's important to us that our people love what they do and in turn we put together a benefits package that rewards a job well done. We'll give you:

25 days holiday plus bank holidays

Social events

Health care cash plan paid for by the company

Income protection Scheme

Employee Assistance programme

Loyalty awards for key service milestones

Cycle to Work Scheme

Enhanced maternity, paternity and shared parental leave

Holiday purchase scheme

Award-winning Learning & Development team

Internal career opportunities

We value diversity and inclusion and champion a culture where everyone feels valued, included and celebrated. We're open to conversations about flexible working. If it's right for our customers, our business and for you then we'll do what we can to support it.

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Cross References and Citations:

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