

# United Kingdom Jobs Expertini®

## Accounts Assistant

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Company: Radius

Location: United Kingdom

Category: office-and-administrative-support

### Heard of us?

We're an ambitious, forward-thinking global business who build transformative solutions for our customers to deliver best-in-class sustainable mobility, connectivity and technology solutions.

We support our customers with a range of products and services to meet their needs.

Since 1990 our ambition has never wavered. From humble beginnings, our vision and drive has seen us venture into new markets with confidence and stay ahead of market trends. Our mission is to help businesses of all sizes adapt to the future and take advantage of the opportunities that change brings. Sustainability is at the core of our offering. With our leading e-mobility solutions, we're committed to guiding businesses through the energy transition, building solutions for a more sustainable, connected future.

We have over 300,000 customers worldwide with over 50 offices across Europe, North America, Asia, Australasia and Africa and over 2,800 staff, primarily in the UK and Ireland.

The role of Accounts Assistant is really important to us. You will report to the Financial Controller and will be responsible for the input of sales & bank transactions on the finance system, dealing with customer and general finance queries and assisting the finance team with month end reporting. This role will be within the Telecoms function of the Group.

### Your responsibilities day to day will be...

Creating and processing sales invoices through bulk uploads and ad hoc invoicing

Processing transactions on accounting system

Liaising with credit team on collections and queries

Reconciling bank accounts

Assisting accounts payable team to ensure the accounts payable ledger is up to date and complete.

Assisting with month end reporting

Recording & processing customer refunds

Balance sheet reconciliations & analysis

Maintain fixed asset register.

Involvement in project-based work as part of the process improvement objectives of the finance team

Preparation of monthly reports on travel spend and marketing costs based on nominal activity.

### **What do we expect of you?**

Broad accounting experience in at least some of the above areas with a willingness to learn

Excellent communication skills (both written and verbal).

Experience in Microsoft Excel.

Strong time management and organisational skills to ensure deadlines are met and issues are dealt with in a timely manner.

Demonstrate high attention to detail.

### **What can you expect of us?**

Your impact on Radius will be rewarded with a competitive rewards package plus the opportunity to develop and progress your career in many directions.

Not only will you have the chance to further your career development within Radius, but you'll also have access to our competitive reward and benefits package. This includes core company paid benefits such as a Defined Contribution pension scheme, Enhanced Maternity pay, Cycle to work and Electric Car Scheme a whole host of options to support your physical, mental, and financial wellbeing.

## Still curious?

If you feel we are a good match for each other, you can apply online now!

Radius is an equal opportunities employer. We are committed to welcome people regardless of age, disability, gender identity, race, faith or belief, sexual orientation or socioeconomic background.

**We do not accept speculative agency CVs. Any CV received by Radius will be treated as a gift and not eligible for an agency fee. PSL agencies should only send CVs if authorised to do so by HR.**

**., We reserve the right to close a vacancy before the closing date in the event of an overwhelming response or a change in business priorities.**

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