

## Accounts Assistant

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Company: Axon Moore

Location: Worden

Category: other-general

Accounts Assistant | £25,000 - £28,000 + Study | Chorley + Hybrid | High-growth, PE-backed business | Genuine opportunities for progression

Axon Moore have exclusively partnered with a high-growth, award-winning, PE-backed business in Chorley as they look to recruit an ambitious Accounts Assistant to their dynamic team. This is a broad and varied role which will progress naturally over time and, as such, is well suited to ambitious candidates actively studying towards AAT or ACCA/CIMA and keen to gain as much exposure as possible in a new role.

### Key Responsibilities and Duties:

Purchase ledger

Sales ledger

Credit control

Bank reconciliations

Balance sheet reconciliations

Assisting in the production of monthly management accounts

Supporting commercial finance team

Month end support

Ad-hoc duties

Required Skills and Experience:

At least 1 years' experience in a similar role

AAT Level 3 or above (desired)

Excellent organisational and time management skills

Strong attention to detail and problem-solving skills

Proven ability to work independently and as part of a team

Advanced IT and MS Excel skills

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#### Cross References and Citations:

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