

Accounts Clerk

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Company: i4 Jobs

Location: Woolpit

Category: office-and-administrative-support

Description

Offering an excellent remuneration package commensurate with experience, a friendly working environment with a great team to work with, and a variety of company benefits, we have an exciting opportunity for an Accounts Clerk to join our window department.

Portico GB Ltd is a leading subcontractor to the new build industry based in Woolpit near Bury St Edmunds who supply and install windows, doors, conservatories and sliding wardrobes.

Hours are 40 per week Monday to Friday.

Key Responsibilities – Accounts Clerk:

Process invoices, reconciling delivery notes to invoices received and purchase orders

Set up new supplier accounts and maintain existing account details within the purchase ledger

Monthly reconciliation of supplier statements

Assist in the preparation of purchase summaries

Process business expense returns, petty cash/credit card

Cashbook

Payment allocations on to sage, with precision and recording retention deductions

Payroll journals

Other ad hoc duties

Person Specification – Accounts Clerk:

Bookkeeping experience

Previous experience in an Accounting role

Great interpersonal and communications skills

Good attention to detail

Good team working skills

The ability to work to monthly deadlines

An aptitude for IT – knowledge of software packages like Excel, Sage and BACS

Adaptable

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