

Admin Assistant

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Company: JR Personnel

Location: Loughborough

Category: management

TITLE: Admin Assistant

JOB REF: PV11137

Permanent

Location: Loughborough

Hybrid working is offered 3 days working from home 2 days in the office

Salary: £21,000 - £23,000 per annum

Hours: Full Time 9-5 or 8-4 Mon to Fri

JR Personnel are an employment agency acting on behalf of a client who is looking for an Admin Assistant to help support the small friendly finance team. They are looking for someone who can work proactively, to ensure a professional and efficient purchase and sales ledger service, and that duties are carried out in a timely and accurate manner and all the internal reporting requirements are met. It is an exciting opportunity and full training will be given.

ROLE PROFILE:

- * To raise the sales and purchase invoices
- * To respond to queries on invoices
- * Reconcile purchase ledger accounts
- * Matching of all receipts against invoices
- * Credit Control work, to include chasing of overdue accounts
- * Process credit card payments
- * Allocation of monies received
- * Monthly Bank reconciliations
- * Liaising with other departments if any payments are unidentified
- * Process expense claims to include maintenance of mileage records
- * Process float and monthly credit card reconciliations
- * Produce weekly BACS payments files
- * Issue remittance advices
- * Set-up one off bank and cheque payments
- * Prepare and post all inter-company transfers
- * Any other duties requested by the Finance team

PERSON PROFILE:

- * Self-motivated and driven
- * Excellent communication and organisational skills
- * Excellent attention to detail
- * Provide cover for the other team members

ESSENTIAL CRITERIA:

- * A happy and positive disposition
- * A true team player

Due to the number of responses generated we are unable to get back to every applicant. If you have not heard from us within seven days you will not have been successful on this occasion.

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