

Assistant Accountant

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Company: CV Screen Ltd

Location: Avonmouth

Category: other-general

Assistant Accountant

Avonmouth

Up to £28,000 + Excellent Prospects

CV Screen is recruiting for an Assistant Accountant for a well-established organisation within the automotive sector. The role is office based in Avonmouth and a salary of up to £28,000 is available. Ideally you will be available to start immediately and be AAT qualified or have any similar accountancy qualification.

ROLE DETAILS

As an Assistant Accountant you will be involved in a diverse range of activities crucial to the smooth operation of the accounts administration office.

This is a great opportunity to develop your skills in a traditional finance team.

DUTIES & RESPONSIBILITIES:

- Managing financial transactions and maintaining precise records
- Working closely with colleagues to oversee supplier account activity

- Working directly with the team to coordinate revenue and income reporting
- Working with operational colleagues on focused tasks when required
- Building strong working relationships with both customers and suppliers
- Tackling administrative tasks as they arise
- Assisting senior finance staff in various projects aimed at enhancing reporting capabilities and overall efficiency for the finance team and the wider business

REQUIRED SKILLS

The Assistant Accountant will have the majority of the following experience:

- Proven experience as an Accounts Assistant, Finance Assistant or Assistant Accountant.
- AAT qualified or similar accountancy qualification would be advantageous.
- Excellent Microsoft Excel skills.
- Prior familiarity with accounting software or similar would be advantageous.

SALARY:

Basic salary up to £28,000

Benefits include:

- 22 days holiday + Bank holidays
- Pension scheme
- Private Healthcare

- Death in Service

LOCATION

Office based in Avonmouth.

Commute from

Bristol, Filton, Patchway

TO APPLY:

Please send your CV to Skye Mclellan at CV Screen in strict confidence or call Skye for more details.

CV Screen is the Recruitment Agency managing this vacancy.

ALTERNATE TITLES

Accounts Administrator | Accounts Assistant| Purchase Ledger Assistant |Finance Administrator

CV Screen Ltd acts as an employment agency for permanent recruitment and employment business for the supply of temporary workers. By applying for this job you accept the Privacy Policy which can be found on the CV Screen website. (url removed)

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