

Finance Assistant (Accounts Payable)

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Company: Compass Point Recruitment

Location: Stradishall

Category: other-general

Finance Assistant (Accounts Payable)

Ideal Candidate: Accounts professional currently studying AAT who has at least 2 years of solid accounts payable experience and is looking to develop their skill set and knowledge further.

Working for a well know and reputable manufacturer with big growth plans coming within the next two years, and based just outside of Bury St Edmunds, you will be supporting the Management Accountant with cost analysis and financial reporting as well as processing accounts payable and accounts receivable transactions.

- Processing supplier invoices, obtaining necessary approvals.
- Ensuring accurate VAT accounting.
- Preparation of weekly payment runs.
- Conducting supplier statement reconciliations.
- Collaborating with colleagues and customers to facilitate prompt invoice payments.
- Assisting the Management Accountant with monthly accounts preparation.
- Support in payroll preparation.
- Conducting monthly analysis of company credit cards and staff expenses.

In return, this opportunity will offer AAT study support, 25 days holiday plus bank holidays,

personal incentive bonus schemes, employee assistant programs, and a hugely competitive salary to go with this!

If you are interested in the role, or would like to apply, please do so below or send an up-to-date copy of your CV to (url removed)

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