

Graduate Accounts Assistant - Guildford

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Our client is looking for a Graduate Accounts Assistant to join their Accountancy team in Guildford

Client Details Our client, a well known & growing business based in Guildford is looking for a Graduate Accounts Assistant to join their Accountancy team

Description Graduate Accounts Assistant - Guildford Process purchase invoices in order to meet month end deadlines Liaise with suppliers regarding issues or queries in order to resolve any issues prior to payment Reconcile supplier statements Raise purchase orders for all departments Raise, amend and close sales orders and credits in a timely and accurate manner Assisting with both weekly and monthly management accounts Administration support for the Financial Controller and General Manager when required

Profile A successful candidate will be a Graduate or an AAT/ACCA/CIMA studier, or someone who is intent on a career in Finance

Job Offer Salary £25,000 - £28,000 Study Support Free Parking

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