

## Junior Invoice Clerk

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Company: Page Personnel

Location: Knowsley

Category: office-and-administrative-support

Progression opportunities

Training and development

### About Our Client

You will be working for a company that offer exciting progression opportunities, hold excellent core values and really support their staff. A new opportunity has become available as the current invoice clerk has recently been promoted to the manager and they are looking for an ambitious new starter to join the team. The role is ideal for someone that has recently finished their Accountancy & Finance Degree or are at early stages of AAT studies looking for their first career in finance.

### Job Description

Duties and Tasks of the Junior Invoice Clerk:

Setting up new customer accounts

Raising sales invoices

Processing of payments received

Communicating with internal and external contacts

Helping resolve aged debt

### The Successful Applicant

Experience required to be successful as the Junior Invoice Clerk:

AAT studier or Accountancy & Finance Graduate

Good use of Excel spreadsheets and functions

Excellent administration, data and customer service skills

### **What's on Offer**

A thriving organisation where the team bounce off each other

Promotion opportunities

Holidays + bank holidays

Monday to Friday

Company pension scheme

Health and well being services

Finance Administrator, Accounts Administrator, Trainee Finance, Junior Finance, Accounting, Graduate

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