

Sales Ledger Assistant

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Company: Toyota Material Handling Manufacturing

Location: United Kingdom

Category: office-and-administrative-support

We are looking for a Sales Ledger Assistant to work within our Finance team to maintain the upkeep of our customer databases. This is a temporary role for 12 months.

About the role

The role involves maintaining the accuracy of the customer database ensuring accounts are up to date and assisting with general administration duties. On a day-to-day basis this is what you would be doing:

Maintaining customer databases

Preparing remittances

Assisting with consolidated invoices

Processing credit payments

We are looking for someone with experience in a similar role previously.

Here is a quick tick list for the other skills we are looking for:

Minimum 2 year Sales Ledger experience

Excellent communication both verbal and written

Good team working skills

Strong numerical skills

Good organisation and time management skills

Good IT skills including Microsoft Office Applications

We offer a competitive salary; an attractive company pension, free parking and vending machines at our centres, generous company sick pay, voluntary critical illness cover, free eye tests and flu jabs and access to a 24/7 employee assistance programme. We also reward our team members with a scheme that includes discounts for major shops, gym memberships, discount on family days out.

We will provide you with industry leading technical training to ensure you have the knowledge and all the tools to do your job. Plus, there are plenty of opportunities to progress your career and develop your skills within Toyota.

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