

## Wholesale Accountant

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Company: Chronos Consulting

Location: United Kingdom

Category: business-and-financial-operations

### Job Description

Wholesale Accountant – Carlisle

A fantastic opportunity has arisen to join the Proquip team based in our Head Office in Carlisle.

The ideal candidate will be a Part Qualified Accountant, have a strong work ethic with a “right first time attitude”. You will also need to possess excellent Excel and system skills, knowledge of Navision Software would be an advantage.

You will be responsible for the Provision of Management Accounting information for ProQuip.

#### KEY RESPONSIBILITIES

Preparation of Draft Monthly management accounts & commentary

Preparation of Draft Monthly rolling cash flow report.

Preparation of weekly cash reports

Ad Hoc analysis and reconciliations of Nominal ledger accounts as requested.

Daily posting of Cash receipts and payments

Bank reconciliations

Preparation of Quarterly VAT return

Other ad hoc clerical work as requested from time to time by the General manager

#### KEY TASKS

To prepare for review by the General Manager monthly Management account pack and commentary to the agreed timetable.

To prepare for review by the General Manager each month, the quarterly Rolling Cash flow

report.

To prepare for review by the General Manager each week, the weekly cash reports for the business.

To post the bank transactions each day and to reconcile the bank accounts each month.

To prepare monthly accruals and prepayments

To prepare sales agent monthly commission statements.

To assist the General Manager when required with the Budgeting and forecasting process.

KEY SKILLS

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