

Accounts Assistant**Price £0****AD**Ad URL: <https://loot.com/1960858>

Ad reference number #1960858

DEALER

CV Library

01252810995

o.weller@cv-library.co.uk

Fleet, England, Hampshire, GU51 3TW, United Kingdom

**DESCRIPTION**

Ad Type:	Offered
Posted on:	21/07/2019 02:45

DESCRIPTION

Recruitment Pursuits commercial are delighted to be working exclusively with an expanding Wolverhampton based manufacturer in their search for an AAT qualified Accounts Assistant. Our client have recently invested in big expansion plans and the facilities available to their employees are fantastic. Day to Day Duties for our Accounts Assistant: * Credit Control * Control of Purchase Ledger * Processing purchase invoices, matching to orders and goods receipts * Reconciling supplier statements * Producing monthly payment runs * Allocation of payments * Sales Ledger * Allocation of receipts * Resolving any queries raised by customers * Various other accounting & administration duties as necessary The Successful Accounts Assistant Applicant will have: * An AAT qualification or equivalent at level 3 or above * Excellent interpersonal and communication skills both with external and internal contacts. * Ability to prioritise tasks and work to deadlines. * Good working knowledge of MS Outlook, Word & Excel. * Team worker. * Flexible. This is a company who invest heavily in their staff and support a

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great opportunity for career development. Immediate start available

BASIC INFO

Minimum Salary:	£22,000
Maximum Salary :	£25,000
Salary Type:	Per Annum
Job Type:	Permanent