

Accounts Assistant

- UHS Group Limited
- Abingdon OX14 4SE
- 5 - £25,000 - £30,000 a year
- Full-time, Permanent
- Temporarily remote due to Covid-19

The Company

10 We are a growing company providing furniture to a multitude of sectors. We operate out of multiple countries and currently provide big household brands within the UK and abroad.

The Job Role

The role will be supporting the accountant in all aspects of managing and reporting the finances of the company, as required. The main focus of the successful candidate will involve maintenance of the sales ledger which includes:

- 15 • Checking that all new customers have the required paperwork and have been loaded accurately on the system
- sending all sales invoices to customers timeously
- capturing and allocations of all customer receipts
- sending out end of month customer statements
- 20 • following up on outstanding sales invoices
- performing credit checks on new customers

You will also assist with reconciliations, capturing of supplier invoices, posting and controlling company credit cards as well as processing of employee expense claims.

The successful applicant

25 The successful candidate will be someone who shows attention to detail, is passionate and takes pride in their role. They will go the extra mile to get the job done, bring improvements to the existing processes and have a positive and 'can do' attitude to all they do.

This role requires telephoning customers to follow up on payments and the candidate will need to be comfortable and professional making these calls.

30 They will have a strong knowledge of Excel and be comfortable working closely with other departments within the company, both financial and non-financial.

Application deadline: 14/01/2021

Experience: Accounting: 4 years (Required)

Education: GCSE or equivalent (Required)

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BTS Comptabilité et gestion		Session 2021
Nom de l'épreuve : Anglais	Code : CG/ANG/ORAL/OBL	Page 1 / 1