



AVTRADE
THE GLOBAL COMPONENT
SERVICE PROVIDER

JOB DESCRIPTION – Accounts Assistant

Location: Avtrade Global HQ, Sayers Common, West Sussex

This is an exciting opportunity for an enthusiastic, positive candidate to join the finance team in the position of Accounts Assistant. The ideal candidate should be able to work on their own initiative, have great numeracy, attention to detail and accuracy, and has used excel in a business setting at a proficient level.

A background of working in finance is essential, as the role requires the posting of month end, year end and corrective journals, so the candidate should have ideally already started their accountancy studies.

Function:

To ensure all data is recorded accurately and efficiently across all company groups and all monthly reporting requirements are met within deadlines.

Responsibilities:

- Manage credit card statements including, sending out statements, collating data, filing receipts, coding and inputting to Navision and resolving queries as and when they occur.
- Monthly reconciliation of bank statements
- Ad hoc invoicing as required.
- Posting of petty cash entries to Navision
- Assist with the production of quarterly accounts (e.g. prepayments, accruals and depreciation).
- Assist with sales reconciliations and reporting where required
- Month end control account reconciliations
- Error checking and corrections
- Ad Hoc payments as required
- Any other duties as requested

Requirements:

- AAT preferable but not essential
- Understanding of double entry
- Knowledge of Navision accounting system or Quantum would be advantageous
- Advanced Excel skills
- Ability to work on own initiative and as an effective team member
- Numerate, accurate with the ability to meet deadlines
- Analytical thinking with reporting skills and problem solving ability.
- Ability to prioritise and manage workloads
- Strong organisational and administrative skills with good attention to detail
- Self-motivated, flexible and with a positive attitude
- Excellent communication skills at all levels both written and verbal
- Good computer literacy, with working knowledge of Microsoft Office

Salary: £22,000.00-£26,000.00 per year