

Senior Accounts Assistant

CAM Fork Lift Trucks Limited, appointed TCM dealer for the South & West Yorkshire Region is looking to recruit an experienced Senior Accounts Assistant. This is a varied role within a friendly and supportive Company.



To apply: Please email joy@camforklifts.co.uk with your CV and an explanation of what relevant attributes you possess.

Core Duties

- Management of the nominal ledger - journals, pre-payments, accruals, bank reconciliation etc
- Prepare and present monthly and annual management accounts and reports
- Produce miscellaneous sales invoices when needed
- Complete quarterly VAT returns and submit to HMRC
- Prepare weekly supplier payment runs and monthly expense payments
- Assist with credit referencing new customers
- Responsible for credit card expenses and petty cash
- Oversee the credit control function
- Oversee the purchase ledger function
- Administration of a weekly payroll
- Ensure regulatory payments including NI & Pension are made to meet deadlines
- Review utility bills and recommend electricity/gas contract renewals by comparing rates
- Ad hoc financial support to the business as required
- Answering and fielding incoming telephone calls on a rota basis
- General office duties

To apply for this vacancy you will need:

- Experience in a similar role
- Knowledge of Sage Line 50 or similar accounting software
- A level of proficiency in Microsoft Excel
- A friendly yet professional telephone manner
- A can-do attitude
- Confidentiality

Job Type:

Permanent, Full Time

Working Hours:

Monday to Friday 0900 to 1700 hours
(One hour for lunch)

Salary:

Competitive, dependent upon experience

Holidays:

Commencing at 30 days per annum
including statutory holidays

Office Location:

S9 2PF