

Job Description

Designation: Accounts Trainee

Responsible to: Finance Manager

Salary: £18,000

Main Duties and Tasks (this is not an exhaustive list)

We are looking to recruit an Accounts Trainee to assist the Finance and Administrative team with a range of tasks. This is a full-time position, and the post holder will work 39 hours per week. Formal AAT training will be offered on successful completion of a six-month probationary period.

Key tasks:

- Record supplier invoices using Sage 50 Accounts and match them to purchase orders
- Produce and send invoices to clients
- Process credit card statements and receipts
- Maintain the accounts filing systems
- Assist with preparation of month-end journals and assigning costs to projects
- Assist with general accounts and finance administration

Skills

No previous experience is necessary but the role requires a range of skills, some of which are set out below:

- A good eye for detail as well as the ability to be able to see a task through to completion
- The ability to prioritise and manage tasks allocated
- Excellent numeracy skills
- Good communication skills to deal with customers and internal departments and the ability to build relationships

As in many small companies the work environment is dynamic, and the ability to help as required is expected of all staff.