

## Job Description

**Job Title:** Accounts Assistant

**Hours of Work:** 38.25

**Reports to:** Accounts Manager

**Salary:** TBC

**Location:** Steeple Ind Estate, Antrim

**Employment Type:** Maternity Cover

**Ref:** AA/01/19

**Closing Date:** 29/01/2019

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As an Accounts Assistant within our organisation the successful candidate will be expected to develop strong relationships within the accounts department whilst working closely with a number of departments within the business.

**As the Accounts Assistant your main duties will be:**

- Processing information onto purchase ledger, sales ledger and payroll
- Processing and reporting of high volume purchase ledger invoices
- Posting customer payments
- Reconciling purchase ledger
- Bank reconciliations
- General administration/filing

**The successful applicant will have the following skills and experience:**

- Previous experience with an accounts office
- Good level of computer literacy - Word, Excel, Access and the internet
- Excellent telephone manner

**Desirable experience:**

- Knowledge of Navision preferable not essential

**We are an equal opportunities employer.**