

# VACANCY



## Accounts Assistant

We presently have a vacancy for an Accounts Assistant. Working as part of a small team the successful candidate must be computer literate, with excellent analytical skills. You will have a sound understanding of all ledgers and the ability to create accurate reports to strict deadlines.

A.A.T. or equivalent qualifications are essential.

Tasks include:-

- Bank reconciliations
- Calculate and process accruals
- Maintain sales ledger credit report
- Maintain outstanding order book
- Sales order processing with a high level of accuracy of data input and coding, pro forma invoices, zero rate VAT forms
- Raise monthly contract invoices
- Weekly and monthly order reports
- Various monthly analysis reports
- General administrative duties

Starting date: ASAP

**Full Job Description available upon request.**

CV's to [careers@wessexlifts.co.uk](mailto:careers@wessexlifts.co.uk)

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