

## **Accounts Assistant – Purchase Ledger**

This is a part time role of 25 hours per week spread over five days (five hours per day) and split between Cash Office duties, which are shared by the other Accounts Assistant, and the Purchase Ledger, which will be managed directly by yourself.

The Salary will be pro-rated and dependent on experience and qualifications.

### **Job Summary:**

To manage the purchase ledger and the supplier payment process.

To assist with the Cash Office cash counting and float preparation processes.

To assist with the Sales Ledger and credit control process.

To reconcile the bank accounts and other balance sheet accounts as required.

To assist the Assistant Accountant as required.

### **Qualifications and Skills required:**

- Education level: Accounting related qualifications are not necessary but will be an advantage.
- Experience: Cash handling skills imperative.
- Specific skills: Numeracy skills required. Must have the ability to work to tight deadlines.
- Certifications: Preferable, AAT or CIMA/ACCA student or part qualified.
- Personal characteristics: The ability to work under pressure and to deadlines will be an advantage. A pleasant demeanour and positive mental attitude desirable.