

FULL TIME ACCOUNTS ASSISTANT

JOB DESCRIPTION

We are looking for a full time Accounts Assistant to support the Finance Manager with day to day operations. The successful candidate will have exceptional organisational and time management skills.

This is a varied role within a busy finance department including, but not limited to, the following tasks:

- Distributing invoices to managers for approval
- Inputting invoices onto Sage
- Reconciling bank transactions
- Supplier statement reconciliations to create a payment report in an accurate and timely manner each month
- Dealing with supplier queries and reconciling invoices for group visits
- Chasing any outstanding customer receipts
- Weekly banking and assisting with cash management procedures
- Assisting the Finance Manager with the production of monthly management accounts
- Providing general administrative support to the management team

EXPERIENCE/ATTRIBUTES:

- Use of Sage 50 and a good working knowledge of Excel
- Prior experience of working within a finance role- 2 years minimum
- Relevant qualification in Bookkeeping/Accountancy would be an advantage
- Must possess excellent communication and interpersonal skills, and have strong attention to detail

Salary: £18,000-£20,000 depending on experience.

Please send a covering letter and your cv to accountsledger@cotswoldfarmpark.co.uk

Closing date for applications: **2nd January 2019**