

Accounts Payable Assistant:

Due to continued growth, M&M Skip Hire Ltd have a vacancy for Accounts Payable Assistant based in our Finance Office at Worton Park, Cassington on a full-time basis.

Job Summary:

Reporting to the Group Finance Manager, the post holder will be responsible for all aspects of the Purchase Ledger working alongside the rest of the Accounts Team.

Responsibilities:

- Maintain purchase orders.
- Match and code all purchase invoices.
- Process all purchase invoices and credit notes onto the computer system.
- Resolve purchase ledger queries.
- Create supplier payment runs.
- Reconciling supplier statements.
- Reconciling Company credit card statements.
- Communicating with other internal departments and suppliers.
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Requirements:

- Accounts Payable experience.
- Experience using Sage 50 Accounts would be beneficial.
- Microsoft Office Suite.
- Numerical skills and attention to detail.
- Able to prioritise and meet deadlines.

Job Types: Full-time, Permanent

Salary: £22,000.00-£24,000.00 per year

COVID-19 considerations:

A full risk assessment has been undertaken and the working environment is Covid secure, with relevant procedures in place and social distancing maintained.