https://home-hardware.co.uk/jobs/wrightsaccountsassistant35hours/

Accounts Assistant – 35 Hours – Ardrossan

Description

At Wright's Home Hardware we pride ourselves on the outstanding level of customer service we provide to our customers in a friendly and relaxed atmosphere. As the Accounts Assistant your role is to liaise with our internal team, customers and suppliers in accordance with company policy.

Working Hours

- **Monday – Thursday: 9am – 5pm**
- **Friday: 9am – 2pm**

Responsibilities

- Being part of the team creating a friendly, pleasant and welcoming environment in Wright's Home Hardware at all times.
- Process purchase ledger invoices, payments and reconcile supplier accounts.
- Process sales ledger invoices, payments and reconcile customer accounts.
- Credit control for customer accounts.
- Reconcile cash and card sales across all branches.
- Process petty cash invoices and reconcile the accounts.
- Reconcile bank accounts.
- Prepare the general accounts to trial balance.
- Assist with preparation of vat return.
- General filing on a daily basis.
- Deal with incoming telephone calls and emails from customers, suppliers and colleagues using the company salutation.
- Answer any staff or customer queries concerning accounts or refer them to the Finance Manager.
- Escalate all complaints to the Finance Manager.
- Carry out any other duties as required from time to time by the Finance Manager.

Skills Required

- Experience in using accounting systems
- Working knowledge of accounts to trial balance.
- Excellent customer service skills.
- Good time keeping.
- Flexible in the hours you are able to work.
- Good communication skills.
- Comply at all times with the company Health & Safety policy.
- Comply at all times with the company dress code.

Hiring organization
Wright's Home Hardware

Job Location
26a Dalry Road, KA22 7GQ, Ardrossan

Employment Type
Full-time

Working Hours
Working 35 Hours Per Week

Date posted
2 December 2024

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