



<https://home-hardware.co.uk/job/accounts-assistant-ardrossan/>

Accounts Assistant – Ardrossan – 35 Hours

Description

Home Hardware Scotland Ltd is a distribution hub dedicated to supporting our members with a wide range of quality products and effective systems that help them run successful stores. We are now looking for an Accounts Assistant to join our friendly and supportive team, playing an important role in ensuring our finance operations run smoothly while contributing to the excellent service we provide our members.

Responsibilities

- As an Accounts Assistant your role is to provide administrative and accounting support to the Finance Manager.
- Process supplier invoices accurately and timeously
- Pay suppliers within agreed timescales
- Reconcile bank, supplier and customer accounts
- Ensure any customer accounts in arrears are highlighted to the Finance Manager
- Deal with incoming telephone calls and emails from customers, suppliers and colleagues in accordance with company policy
- Process purchase ledger invoices, payments and reconcile supplier accounts
- Process sales ledger invoices, payments and reconcile customer accounts
- Credit control for customer accounts
- Reconcile bank accounts
- Prepare the general accounts to trial balance
- Assist with preparation of vat return
- General filing on a daily basis
- 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

Team Building

- Demonstrates an interest in and an understanding of others
- Listens, consults others and communicates proactively
- Develops and openly communicates self-insight, such as an awareness of own strengths and weakness

Customer Service

- Focuses on customer needs, experience and satisfaction
- Works in a systematic, methodical and orderly way

Following Instructions and Procedures

- Ability to adhere to instructions whilst possessing autonomy to work on own

Home Hardware Scotland Ltd

Job Location

22a Dalry Road, KA22 7GQ, Ardrossan

Employment Type

Full-time

Rota

Working 35 Hours Per Week

- **Monday:** 9.00am-5.00pm
- **Tuesday:** 9.00am-5.00pm
- **Wednesday:** 9.00am-5.00pm
- **Thursday:** 9.00am-5.00pm
- **Friday:** 9.00am-2.00pm

Pay Rate: £25,000 per annum

Responsible To

Finance Manager, Finance Team Leader

Job Benefits

Generous staff discount across all products stocked

Work place pension with The People's Pension

Date posted

September 30, 2025

APPLY NOW

initiative

- Follows Company procedures and policies
- Ability to meet deadlines as required
- Effective time management
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role
- Ability to work with confidential company information and be discrete

Health & Safety

- Follows safe working practices and procedures and seeks advice if unsure about a task
- Reports accidents, unsafe acts or unsafe conditions to the Finance Manager

Skills Required

- Experience in using accounting systems
- Working knowledge of accounts to trial balance
- Excellent customer service skills
- Organisational skills and the ability to multitask
- Good time keeping
- Good communication skills
- Computer literate
- Open to training and learning opportunities

Personal Characteristics

- Excellent interpersonal skills and ability to build effective working relationships
- Be a self-starter who has the confidence to work under their own initiative
- Highly organised and detail minded in all tasks with a positive attitude in supporting the business