# Accounting Technician

**The Job**

To provide accounting and administrative support ensuring revenue is collected, suppliers are paid, and costs are controlled.

The post is remunerated at a spot salary of £18000 PA, based on 37 hours per week, Monday – Friday, with a requirement to occasionally work out of hours & at weekends to support the business needs.

Annual Leave is 28 days per year, with Bank Holidays in addition.

Sick pay is at statutory level.

**What will I be doing? - Main duties**

You execute the day-to-day accounting operations across the business:

* Take the lead on credit control, ensuring prompt and accurate payment is received within set terms.
* Support the team through answering incoming calls, dealing with queries of all types directly and forwarding as required.
* Maintain & create as required process guide documents for all admin, purchase and sales ledger activities.
* Implement robust stock control processes and supervise activity.
* Support the wider team when required through short term cover in various departments, such as the showroom, marketing & production.

**Responsible to:**

Finance Manager

**Person Specification – who are we looking for?**

You are a dynamic, motivated, and positive individual.

You are client-driven and have the ability to deliver high standards of customer service.

You are results-oriented and eager to learn.

You actively seek to understand, influence, and encourage others, fostering a climate of trust, team spirit and cooperation within the team.

You have a good sense of humour and are not afraid to use it.

You demonstrate excellent analytical skills and have an eye for detail.

You possess strong organizational skills and have the capability of managing time effectively.

You are highly dependable and adapt quickly to change.

You have the ability to build and maintain strong working relationships.

You have the ability to work independently as well as work collaboratively.

You have the ability to thrive in a fast-paced, environment.

1-2 years of experience in a similar role within an Accounting or Finance Department desirable.

AAT level 3 essential

AAT level 4 desirable

Knowledge of accounting software and ideally with databases.

Well-developed skills in MS Excel.‬

Excellent communication skills, both written and oral, to deal with people at all levels.‬