

VACANCY



Accounts Administrator

We currently have a vacancy for an Accounts Administrator. Working as part of a team but able to work independently, the successful candidate must be computer literate, accurate and analytical, with a basic understanding of accounting principles. You will have a flexible attitude, and the ability to work under pressure and to meet deadlines.

Foundation level accountancy qualifications would be an advantage, but training will be provided to the right candidate.

Tasks include:

- Administer all documentation post installation, including updating relevant computer systems
- Ensure documentation is received in a timely manner, chasing any outstanding information from 3rd part contractors and installers.
- Process contractor invoices, resolving queries and ensuring extra's are recovered
- Maintain sales reconciliation report
- Assist with configuration of orders and direct debits
- Invoice dispatched product & servicing
- Provide holiday/sickness cover for reception

Starting date: ASAP

Full Job Description available upon request.

CV's to careers@wessexlifts.co.uk

CLOSING DATE: 30th November 2020

An Equal Opportunities Company