

INTERNAL ACCOUNTS ASSISTANT ADMINISTRATOR

Prime Accountants Group has a vacancy for an Internal Accounts Assistant based in our Coventry office.

The successful applicant will have the following skills and qualities:

- education grades achieved should be GCSE A-C/9-5
- flexibility to deliver assistance where and when it is required and ensuring a high standard of client satisfaction is maintained
- self motivated, efficient and hard working
- attention to detail
- meticulous in maintaining records
- have good communication skills
- have a good working knowledge of Microsoft Excel, Word and Outlook
- able to interact positively with staff at all levels
- confidential
- punctual
- able to take responsibility
- able to deal with deadlines
- able to communicate articulately.

The role will involve dealing with the following work:

- assisting the firms internal financial accountant
- processing purchase invoices
- taking credit card payments over the telephone
- testing and developing the firms internal procedures
- general accounting reconciliations
- assisting the company billing process
- scanning in documents to the accounting system
- ad hoc data processing duties and database updating
- dealing with banking
- posting cash received to the accounts ledgers on electronic systems
- attending and contributing to department meetings
- Assisting with credit control
- carry out administrative tasks (i.e. scanning, photocopying, typing, data entry etc.) as requested
- Ad Hoc office duties
- any other reasonable tasks as requested by a Manager or Director.



The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Benefits package:

- Annual salary - £to be discussed at interview
- Bonus scheme based on achievement of budget
- 20-25 hours per week
- Auto Enrolment pension scheme
- Death in Service scheme (subject to entry criteria)
- 28 days annual and statutory leave per holiday year or pro rata equivalent
- The option to 'purchase' a further 10 days' annual leave in a full holiday year or pro rate equivalent.

