https://www.countrywidehealthcare.co.uk/job/accounts-assistant/

Accounts Assistant

Hiring organisation
Countrywide Healthcare

Industry
Healthcare

Job Location
National Distribution Centre, Ferrymoor Way, S72 7BN, Barnsley, South Yorkshire

Working Hours
Mon to Fri 9am-5pm

Date posted
February 12, 2024

Description

Countrywide Healthcare are a leading national distributor supplying a wide range of nursing, medical and janitorial products both to care homes and members of the public. The business has an unrivalled reputation for excellent service and has enjoyed fantastic sales growth with turnover increasing from £9.2m to over £35m in the last financial year.

Job Purpose

We are looking for a full-time motivated Accounts Assistant to support our busy finance department. The successful candidate will be responsible for a wide range of accounts receivable duties as well as assisting in other daily finance tasks.

Key Responsibilities:

• Performing daily bank reconciliations

• Creating and maintaining reports in Microsoft Excel

• Analysing data using Microsoft Excel

• Assisting with month-end tasks such as creating and sending customer reports and reconciliation of control accounts.

• Credit card statement reconciliations

• Posting and allocating receipts to customer accounts

• Creating and amending existing customer accounts

• Managing a list of debtors including contacting customers in line with payment terms to ensure payments are received on time.

• Generating and sending sales invoices

• Sending copy invoices and statements to customers

• Raising customer credit notes

• Respond to customer queries and maintain customer relationships

• Assisting with processing expenses

• Provide administrative support to the finance team

The ideal candidate:

• Relevant previous experience within accounts department

• Accuracy and attention to detail whilst performing tasks quickly

• Computer literate with good Microsoft Excel skills essential

• Experience using Sage 50 Accounts (ideal but not essential)

• Strong inter-personal skills both verbal & written

• Friendly and tactful personality

• Like working with people as part of a team

Job Benefits

- Company pension
- Employee discount
- Free on-site parking

Contacts

To apply for this position please contact recruitment@countrywidehealthcare.co.uk and quote “Accounts Assistant” in the email subject.

No agencies please.