



Job title:	Accounts Assistant
-------------------	---------------------------

Due to the rapid growth of one of the group's companies, we are seeking a second full time Accounts Assistant to join our small finance team in Preston, Lancashire, reporting to the Finance Manager.

Working hours are Monday to Friday, 40 hours per week.

Key Aspects of the role:

- Management of customer receipt allocation within the debtors.
- Production of sales invoices for 28-day period.
- Monthly Credit Control.
- Daily bank reconciliations for the entire group.
- Posting of purchase invoices and maintenance of the purchase ledger.
- Collating and preparation of payroll information.
- Reconciliations of petty cash and credit cards on a monthly basis.
- Assist in the preparation of monthly management accounts.
- Intercompany transactions.

Personal attributes:

- Knowledge and understanding of accounts, i.e. nominal/purchase/sales ledger.
- Experience and knowledge of the Oracle system and Care Planner would be very advantageous.
- Experience of Sage Line 50 and minimum of 2 years accounting preferred.
- Numeracy skills, along with an intermediate Excel knowledge essential.
- Good communication skills, written and verbal.

As an employer, we are committed to equality of opportunity, and this underpins our employment and recruitment procedures. We use objective, job-related criteria when making appointment decisions and our selection criteria is based on skills, experience, qualifications and an ability to do the job.

How to apply:

If you think that you can make a difference, and be part of a team that cares, then please email your CV to info@holywell.care