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Accounts Assistant

Due to expansion and recent restructuring of the Finance department, we are looking to recruit an Accounts Assistant to join our growing team. A challenging and varied role, you will be responsible for maintaining Accounts Payable/Purchase Ledger, financial entries, and reconciliations.

Key Responsibilities

- Ensuring invoices get issued promptly and accurately
- Managing purchases, and ensuring the purchase order system is followed
- Reviewing and processing expense claims for the team
- Posting nominal ledger journals
- Maintain asset ledger
- Manage the accounts inbox dealing with internal & external queries
- Reconcile company credit card
- Managing the processing of timesheets for contractors and inputting data into Excel sheets as required
- Answering phone calls
- Preparing and issuing month end reports/reconciliations for aged creditors, aged debtors, balance sheet, nominal activity, P&L etc
- Posting bank transactions and dealing with incoming cheques
- Support with other administrative and adhoc tasks
- Logging, checking and processing of statements
- Annual scheme reconciliations and submissions
- Assisting in the preparation of various financial statements and reports
- Assist with the development of both new and existing procedures
- Assist with project work such as annual reviews

Candidate Specification

- Excellent IT skills including MS Excel.
- Methodical with attention to detail and accuracy.
- Positive with a willingness to learn.
- Confident with very good communication and interpersonal skills.
- Excellent numeracy and administration skills.

Our ideal candidate is a great all-rounder! Quick thinking, hardworking, enthusiastic, and pro-active. Accuracy, attention to detail, good communication skills and ability to work to deadlines are also key characteristics.

If you are an accounts administrator who is looking to take up their next role in a great company, then please do apply directly!

The ideal candidate would come from a finance background however those with an administrative background which included financial tasks will also be considered. The company work with Sage and a bespoke internal system, both will be trained when you start, some working knowledge of Sage would be beneficial but not essential. The position may also involve covering credit control and assisting with credit control tasks, so confidence picking up the phone and the ability to speak to clients at all levels is a must. A hard working, 'can do' attitude to work, the company is small, so everyone just gets stuck into whatever is needing to be done. The ability to manage your own workload, although you will be working as part of a team, everyone has autonomy over their workloads and time.

