

Accounts Assistant Apprenticeship, Washington

NE38 0AE

The Company

This company is a long-established family business, incorporated in 1950, based in Crowther Industrial Estate, Washington. Much of the firm's success can be credited to teamwork, a hard-working loyal staff and a long-held reputation for quality.

Job Role

The applicant must be a self-motivated, organised and hardworking, whilst remaining proud to work for our organisation with a desire to offer our customers the highest quality service. You will be required to be a team player who can work calmly under pressure and maintain strong lines of communication.

Responsibilities:

- Support the Finance Manager in the preparation and completion of internal and external reports and returns.
- Provide support to staff in the management of financial systems.
- Prepare supporting financial schedules to assist finance staff in preparation for budget meetings.
- File and maintain records.
- Purchase /sales ledger processing via SAGE 50 including monthly supplier payment runs
- Processing of Payroll via SAGE Payroll
- Uploading and authorising BAC's payments
- Bank accounts reconciliations on a weekly and monthly basis
- Credit control
- Assisting in day to day running of Petty Cash
- General Sales ledger processes
- General Office administration
- Producing Sales Orders for manufactured products
- Raising and submitting Purchase Orders to suppliers

As the ideal candidate you will need to be:

- Have excellent communication skills.
- Be computer literate including a good understanding of Word and Excel
- Be knowledgeable of financial systems and other finance areas.
- Be a team player.

Applicants must have grade C/4 or above in English and maths. (Minimum 4 GCSE at level 4/C and above)

Salary

The successful applicants will start in September on a salary of £4.15 per hour with increments based on successful progression.

To Apply

Interested in this or any of our other apprenticeship vacancies? Apply online at www.seta.co.uk Please click on Administration at the top of the online form and quote reference Wilacc in the reference box.