

## **ACCOUNTS ASSISTANT**

Specialist Training & Consultancy Services Ltd is now approaching its 10<sup>th</sup> anniversary and has grown substantially since 1999. We offer training and consultancy services to the transport, warehousing and dangerous goods industries to businesses on a local, national and international basis!

This is a new position within the company and we are looking for an experienced accounts assistant to work as part of a small but dynamic team.

### **Job Role:**

The suitable person will be required to be involved with sales and purchase ledger processing. These duties include:

- Invoicing
- Credit control
- Processing sales receipts
- Checking
- Nominal coding and inputting purchase invoices
- Processing purchase payments
- Internet banking

### **Person Specification:**

The ideal applicant will have successful proven previous experience in the above duties, experienced in working with Sage Line 50 and Internet banking.

The person will need attention to detail and accuracy skills and is able to work using own initiative.

An excellent telephone manner is required.

Basic key skills in English and Maths is also required.

### **Vacancy Details:**

This is a part-time permanent position based on a 12-hour week (3 hour days) Monday to Thursday only.

£6.79 per hour

### **How to Apply:**

Please apply by sending a CV to Vicky McKay at Specialist Training & Consultancy Services Ltd, 6 Venture Court, Metcalf Drive, Altham Industrial Estate, Accrington. Lancashire BB5 5TU or by email to [recruitment@specialisttraining.co.uk](mailto:recruitment@specialisttraining.co.uk)