



PR/117806 | Accounts Assistant

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1538346

業種

その他（メーカー）

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年05月01日 20:18

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Role: Accounts Assistant

Location: South of London

Reporting to: Financial Controller

The company is a leading supplier of manufacturing goods.

The accounts assistant is a key role within the accounts team, which processes most of the financial paperwork that flows through the company: from processing orders, to ordering goods/services, receiving goods, dispatching, invoicing and ultimately chasing debtors.

You should have a good level of experience in accounts team processes, or proven propensity to assimilate and apply knowledge. Experience in other areas such as sales coordination and purchasing is desirable.

Key skills for this role include

A good level of numeracy and attention to detail

A good level of literacy and confidence in written correspondence

A solid understanding of ERP systems, including invoicing, debtors' ledger, and stock processing

Intermediate MS Excel skills (e.g., pivot tables)

Confident in the use of other Microsoft Office applications

Interpersonal and communication skills to grow relationships both internally and externally

Key responsibilities

Processing customer orders, from despatch to invoicing

Liaising with internal departments regarding outstanding orders/jobs

Assisting in placing and monitoring purchase orders

Booking in stock and processing stock supplier invoices

Creating documentation for the importing of goods

Maintaining the team email inbox, managing tickets, answering internal and external queries via email and phone

Service admin, check invoice, raise PO/update tickets/post purchase invoice/raise customer invoice

Monitoring customer accounts credit limits and chasing overdue accounts

Monthly reporting for management accounts

Any other reasonable duties as required

Required qualifications and skills

5 GCSEs including English and Maths at grades 9-4/A*-C or equivalent

AAT qualification or equivalent would be desirable

#LI-JACUK

会社説明