

ACCOUNTS ASSISTANT

The Role:

Logic Fire & Security - a market leader in the Fire & Security industry, is looking for a talented individual to join our Accounts Department. Your role is to assist the Finance Director in ensuring day-to-day accounts processes are followed. In addition, you will have responsibility for ensuring queries are dealt with in a timely manner, liaising with different departments to source the relevant information.

Purpose:

The main purpose is to support the business in assisting with company finances and to ensure smooth running of the company accounts.

The Candidate: Skills

We are seeking a dynamic, confident assistant with office-based experience and strong commercial awareness. You will ideally have previous accounts experience. Have excellent communication and negotiation skills and the ability to manage client expectations and requirements. The successful candidate should have great attention to detail, an understanding of budget control, strong organisational and planning skills, and the ability to work well as part of a team or on their own initiative. A high level of numeracy combined with solid communication and IT skills will be required to deliver this role.

Main Duties:

- Check with the Finance Director daily for the objectives of the day.
- Maintain a professional relationship with clients and suppliers.
- Invoicing and Credit Control (inc. payment terms and invoice queries)
- Accounts Payable and Accounts Receivable
- Management of Client accounts and supplier credit accounts
- Credit card & expenses reconciliation
- Providing statistical information to management and the completion of excel spreadsheets and cash flow forecasts.
- Monitor incoming emails to the accounts team, dealing with enquiries or passing on to the relevant person.
- Deal with incoming calls from customers, dealing with their query or directing them to the correct department.
- General administrative duties when required.

Remuneration:

- Salary (dependant on experience) paid monthly.
- 40 hours per week Monday to Friday.
- Annual leave entitlement is 21 days + bank holidays per annum increasing by 1 day year at the commencement of the new leave year, up to a maximum of 5 additional days. This is effective after the completion of 1 year's service.
- Company Pension.

Logic Fire and Security are an Equal Opportunities Employer and proactively promote equal opportunities throughout the Company. Logic has a Zero Tolerance policy regarding any harassment in any form.

If you are interested in the above position, please respond in writing with your CV and cover letter to recruitment@logicfireandsecurity.com