

JOB DESCRIPTION



Job Title: Junior Accounts Clerk/Receptionist
Reports To: HR Advisor
Salary: £18,000 - £22,000
Hours: 37.5 (flexi time)

An exciting opportunity has arisen within Acrastyle for a Junior Accounts Clerk. We are looking for someone who is friendly, dedicated and enjoys working as part of a team.

Duties:

- Matching purchase ledger invoices with delivery notes
- Processing monthly purchase ledger invoicing into accounts system
- Monitoring time and attendance – overtime, absenteeism, etc.
- Assisting with payroll, as and when required
- Costing timesheets
- Full time reception cover including meeting and greeting clients/visitors and answering switchboard
- Postal duties including courier documentation
- Booking transport and accommodation for staff and visitors
- Organising and preparing working buffet lunches
- Filing/archiving all documents
- Maintaining PPE register
- Diary management – conference room
- Miscellaneous admin support as required

The following attributes are essential:

- Enjoy working as part of a team
- Enjoy working with figures
- The ability to manage and prioritise your own workload
- Computer literate with a good knowledge of Microsoft Word/Excel
- Accurate keyboard skills with strong attention to detail
- 5 GCSE's grade 6-9 to include Maths, English and Science

The following experience is desirable:

- Previous experience of administrative duties and purchase ledger invoicing
- Business Administration qualification and/or AAT qualification