

Accounts Assistant

Canadean, a leading market research company focussing on the beverage and allied industries, has a vacancy for an enthusiastic Accounts Assistant to be based at our Basingstoke office

Key responsibilities

Reporting to the Management Accountant the key responsibilities of this role cover the purchase ledger, sales invoicing and employee expense processing.

The purchase ledger work will involve matching purchase invoices with purchase orders, ensuring proper authorisation of purchase invoices, entering purchase invoices onto the accounting system, preparing supplier payment runs on banking software and entering payment run details onto the accounting system

For the sales ledger the work will include producing sales invoices from the accounting system in accordance with sales orders and posting sales receipts on the accounting system and allocate to relevant invoices

Responsibilities will also include the checking of employee expense forms to ensure they are properly completed, authorised and supported by appropriate documentation, ensuring the expense forms are properly coded, entering the expenses details onto the accounting system and PIID software and running PIID year end reports

Job requirements

Some experience of working in an accounts office is required as well as an interest in developing new skills. Experience of using spreadsheets, word processing software and accounting packages is also essential

Salary: £18k + benefits

To apply

If you feel you have the necessary skills and work experience for the Accounts Assistant role, please apply by sending your CV along with a covering letter to:

jobs@canadean.com