

COACH HOUSE

JOB DESCRIPTION

Job Title: Financial Accounts Assistant

Salary: £15.00 gross per hour.

Hours of work: 9.30am till 5.30pm, Monday to Friday, 37 ½ hours per week.

We are the UK's largest wholesaler of furniture and design led accessories and we are seeking an experienced Financial Accounts Assistant.

We are looking for an enthusiastic, hardworking and self-motivated person to support the Financial Accountant Manager; the successful candidate will work as part of a small team and have the ability to meet deadlines in a fast-paced environment.

The role will involve:

- Sending foreign payments to suppliers via Telebanking facility and regularly updating this facility as necessary.
- Housekeeping the online Banking.
- BACS payments to UK suppliers/Expenses.
- Bank Reconciliation both Dollar and Euro.
- Petty cash.
- Completion of information for "The Office of National Statistics".
- Banking – both on line, processing receipts
- Challenging Parking tickets
- Private Mileage and expenses.
- Dealing with customers enquiries.
- Payroll Journals.
- Other ad hoc duties (VAT return, Month End process and so on).

In addition to the above, offering support when necessary to the Financial Accounts Manager and covering her annual leave, this will involve working additional hours.

Skills & Experience:

- The post holder should have experience in a similar role and be able to demonstrate the required competencies.
- The post holder is required to be computer literate with a working knowledge of company bespoke software (ideally Sage 200, however Microsoft Office is essential)
- Time management skills.
- Excellent communication skills.
- Commercial awareness.

To apply for this role please send your CV and covering letter to HR@coachhouse.com including details of your current salary.