

## **JOB DESCRIPTION**

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

An exciting opportunity has arisen within an engineering company based in Ulverston, Cumbria 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 onto ASC
- Setting up monthly purchase ledger runs
- Credit control
- Monthly salaries - Payroll
- Managing pension – Updating and paying contributions
- Maintaining and archiving account documents
- Filing and archiving all documents
- Assisting apprentice and HR advisor / Accounts Administrator during busy periods or absence
- Misc 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 prioritize 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:**

- AAT qualified or interested in completing AAT qualification
- Previous experience of purchase ledger invoicing, credit control and payroll

Closing date: 05/01/2020