



## JOB VACANCY

# Accounts Assistant

Fordingbridge, Hants, UK

Corintech is a world leader in the design and manufacture of advanced monitoring and data-logging systems, and provides bespoke design and manufacturing services to other high-tech sectors and market-leading companies. We are a forward-thinking company who are always looking for cutting edge technologies to keep us one step ahead of the market. We believe that by supporting and developing you in your career we are creating a progressive work environment where you can grow within the business.

Reporting to the Management Accountant, the role holder will primarily be responsible for the processing of invoices and maintenance of purchase ledger records. There is possibility to expand the role in the future to assist the Management Accountant with the sales ledger, management account preparation and possibly payroll.

### Duties to include:

- Process purchase ledger invoices in multiple currencies (circa 500 per month), ensuring prices, quantities and coding are correct and to a very high level of accuracy.
- Reconcile credit cards monthly, perform regular supplier statement reconciliations and resolve all issues.
- Prepare fortnightly payment runs for review, ensuring payments are made to agreed supplier terms.
- Maintain purchase ledger and ensure detailed reconciliation of balances.
- Management of supplier and invoice queries, liaising with colleagues in different departments.
- Daily monitoring of emails in Outlook, to ensure that invoices are being processed along with answering the telephone for the finance department.
- Maintenance of cash books and reconciliation of all bank accounts.

### The ideal candidate will have/ be:

- Ability to demonstrate a high level of attention to detail.
- Use initiative to organise own workload whilst working closely with the Management Accountant.
- Previous experience working in a busy accounts payable department and in turn, be able to challenge existing processes and implement improvements.
- Excellent communication skills, with a friendly and professional attitude when dealing with colleagues, customers and suppliers.
- Computer literate, with the ability to use all aspects of MS Office.
- Knowledge of 123 Insight (MRP system) and Access Dimensions would be desirable.
- The ability to adapt to change and meet deadlines, whilst remaining calm under pressure.
- Self-motivated and able to work unsupervised.

### Benefits:

- Usual hours: 8:30am - 5pm Monday to Thursday, finish 4pm Fridays (37.75 hrs per week)
- 28 days holiday inc. Bank Holidays, entitlement increases after 2 years
- After 8 years working for Corintech, paid one month sabbatical
- Free fruit
- Freshly ground coffee
- Ongoing coaching/training

### Corintech is a non-smoking company

If this role appeals to you and you wish to find out more information please contact: [personnel@corintech.com](mailto:personnel@corintech.com) specifying your salary expectations.