

Vacancy information Form

Employer Name	CFS Aeroproducts Ltd
Job Title	Accounts Assistant
Contact Name	Sharon Duncombe
Contact Number	02476305873 Ext 503
Contact Email	Sharon@cfsaero.com
Sector	Finance

Location (Indicate with an "X")

Field based Remote
 Onsite Combination (2 or more different locations)

If onsite enter the address

- Street and number

CFS Aeroproducts Ltd - Harris Road

- Town

Warwick

- Postcode

CV34 5FY

- Is public transport available Y/N

Y

Job summary

Working closely with the Finance Manager to assist in the smooth running of the Accounts Division

Ideally the candidate should have a least four years experience and be proficient with the below procedures.

- Sage Line 50
- Sales Ledger – processing sales invoices ensuring correct coding and emailing onto clients.
- Dealing with customer enquiries, emailing copy of invoices.
- Chasing customers for overdue payments via email and phone if required.
- Purchase Ledger – processing purchase invoices ensuring correct coding and inputting invoices onto our systems - attention to detail a must.
- Problem solving with queries and statements when needed directly with suppliers.
- Arranging supplier payments and balancing to supplier statements.
- Daily Bank Reconciliation on Sage Line50.
- Assisting with VAT return and ensuring submission to HMRC to submission deadlines.
- General filing kept up to date.

Job Type (Pick one from the below)

Indicate with an "X"

- Permanent

X

 Contract

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- Temp

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 Other

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- Self-employed

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Number of jobs	<input type="text" value="1"/>
Closing date	<input type="text" value="Open until vacancy filled"/>
Total hours per week	<input type="text" value="40"/>
Working pattern and days For example, shift patterns and flexibility around school hours.	<input type="text" value="Days - Monday to Friday"/>
Rate of pay	<input type="text" value="To Be Discussed subject to Experience and Qualifications"/>
Skills needed	<input type="text" value="AAT level 2,3,or 4. or ACCA
Or
Minimum of 4 years experience in similar role"/>
How to apply	<input type="text" value="CV and covering letter to be emailed to : sharon@cfsaero.com"/>
Application web address (optional)	<input type="text"/>
Is an interview room at the jobcentre required (Y/N)	<input type="text" value="N"/>