



Apprentice Accounts Assistant

We need someone to join our Accounts and Admin team. Plenty of responsibility for the right candidate looking to kick start their Accounts career alongside working towards an Apprenticeship in Accounts AAT level 3.

- Purchase Ledger - account reconciliation, invoice coding, posting and filing
- Occasional manual payments to suppliers
- Suppliers - upload of purchase data from suppliers, reviewing variances, raising queries
- Sales Ledger - credit control calls, reconciling accounts, dealing with customer queries.
- Bank - posting cash book, bank reconciliations and taking deposits to the bank
- Archiving documents. Mail collection and sorting.
- Other accounts functions depending on ability and business requirements (VAT Returns, payroll, Management accounts)

Soft Skills;

Ability to get on with colleagues and work as a team. Willing to learn. Ability to deal with external contacts both clients and suppliers. Reliable. Good organisational ability.

Hard Skills;

Good written and spoken English. Numerate with strong basic Maths. Knowledge of Excel an advantage.

This is a great opportunity to join a hard-working team in a dynamic and fast-moving industry, and be part of one of the leading Car Body Repair Centres in the UK.

Call us on 020 8660 8888 or email us at croydon@fleetline.co.uk