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Established 1922

Accounts Administrator

Manchester

Permanent-Full time

Monday – Friday 8am to 4.30pm

1-hour lunch break

Salary – circa £21,000 depending on experience

Job brief

Accounts Administrator responsibilities include mainly reviewing and reconciling accounts, maintaining updated records of invoices. To be successful in this role, you should have a Finance or Accounting background and be familiar with bookkeeping. Ultimately, you will ensure we process all financial transactions accurately and on time.

Main Responsibilities

- Process invoices and follow up with clients and suppliers as needed
- Reconciling and distributing of financial statements
- Resolving accounting issues
- Enter/update internal accounting databases and spreadsheets
- Identify and address discrepancies
- Verifying financial and other data (e.g. vat identification numbers) and maintain accurate records
- Communicate with vendors, customers and colleagues
- Ad-hoc duties

The Person

- Knowledge of Sage 50 Accounts Professional and MS Office are essential
- Good team player
- Ability to work under pressure
- Experience of purchase and sales accounts
- Attention to detail, with an ability to spot numerical errors
- Confidentiality
- Good organisational and time-management abilities
- Flexible work approach