



Accounts Assistant

Finance are currently looking for an Accounts Assistant to start as soon as possible. This is a great role for someone looking to develop their career within Finance and Accounting and offers a broad and varied remit of tasks that will allow the successful applicant a good base to support future study.

The successful candidate will have good attention to detail, be keen to learn and retain information and be able to offer good customer service to the varied people we deal with.

Support with study of accountancy qualifications (eg AAT) is available, so the candidate should be keen to study outside of work to progress their finance career. They must have good Excel skills (further training will be given), a positive attitude and willing to work within a team, working at all times in line with our values of Excellence, Integrity and Respect as well a proactive approach to Health & Safety.

The role involves;

- Sales ledger management
- Credit Control
- Cash posting and reconciliation
- Purchase invoice processing
- Administration of Purchasing Cards
- Any other adhoc tasks and team cover

For an informal discussion, please ask for Mark Smith or Amy Turnbull.

£20,319 to £22,920 (Grade 2)

Based in Havant

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If applying externally please include your CV and salary expectations.

Apply to: Ian Limb, Head of HR, PO Box 8, Havant, Hants PO9 1LG

E-mail: jobs@portsmouthwater.co.uk

Website: www.portsmouthwater.co.uk



We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

Closing date: 27 MAY 2022