



Job Description for Accounts Assistant

Reporting to	Accounts Assistant
Hours	Part time / Full time– Monday to Friday
Location	We Power Your Car, Airedale House, Wagon Lane, Bingley, West Yorkshire, BD230 7BW

Company

We Power Your Car

We Power Your Car are an electric vehicle charger, full-service supply, and installation company based in Yorkshire but operating nationally.

As the experts in electric vehicle charging, we can assist with every step of sorting an EV charging solution, whether it be for the domestic or commercial market.

We are a rapidly expanding business in an exciting, up-and-coming industry, and we are on the hunt for new recruits due to unprecedented growth in the last few months.

General job description

Accounts Assistant

We are looking for an Accounts Assistant to join our small, dedicated team with a varied range of duties.

Main Responsibilities and Duties

Responsibilities

- Accounts Payable & Receivable
- GL transactional postings including month end Accruals/ Prepayments
- Cashflow Forecasting
- Payment Runs
- Bank Reconciliations
- Updating Sales Order Book
- Stock management

- Supporting month end tasks
- Additional Ad-hoc Duties

Requirements

- Strong level of computer literacy – Microsoft Excel and Outlook are essential;
- Experience working in Purchase Ledger or a similar role;
- Educated to GCSE level (Maths and English are essential). A-Level education is desirable
- Ability to learn new systems quickly
- Experience working independently and in a team.
- Be able to work in a fast-paced environment and manage multiple tasks
- Strong communication and interpersonal skills
- High level of accuracy and attention to detail.
- Highly organised

Salary/Hourly Rate	Competitive Salary
Holidays	25 days plus bank holidays
Benefits	<ul style="list-style-type: none"> - Competitive Salary - Flexible working - Free Parking - Opportunities for progression