



ACCOUNTS ASSISTANT/CREDIT CONTROLLER

DESCRIPTION

We have an exciting opportunity for an attentive individual to take up a position within our Finance department. We are an award-winning hand knitting yarn company who provides a friendly and welcoming working environment.

DETAIL

Job title: Accounts Assistant/Credit Controller

Location: West Yorkshire Spinners, Keighley

Hours: 37.5 hours per week, Monday - Friday

Salary: Competitive Salary

Supporting our Finance team to deliver a quality service, the principle duties of this role will include:

- Credit control for sales ledger and chasing late payments
- Preparing weekly supplier payment runs
- Preparing fixed assets and weekly payroll schedules
- Monitoring Paypal / credit card accounts assigned to customer accounts
- Reconciling the bank and Paypal accounts monthly
- Prepare monthly commission statements for external sales reps
- Monitoring and updating customer discount price lists
- Reconciling sales reps monthly expenses sheet
- Any other ad-hoc duties as required

To be considered for this position, applicants will need to:

- Have the right to work in the UK
- Be AAT qualified or part qualified
- Have a good standard of written English
- Have a good knowledge of Sage 50 accounts
- Have a basic knowledge of Microsoft Excel
- Be able to easily commute to the factory in Keighley
- Have excellent attention to detail
- Be reliable and trustworthy
- Be flexible
- Work as part of a team

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