

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Accounts Assistant	<b>JOB CATEGORY:</b>	Permanent
<b>DEPARTMENT GROUP:</b>	Finance	<b>LOCATION:</b>	Beckingham, DN10 4NN
<b>LEVEL/SALARY:</b>	Negotiable depending on Level	<b>POSITION TYPE:</b>	Full Time

### OVERVIEW

A fantastic opportunity for an Accounts Assistant working in a medium sized team of 5. MechFS is an established M&E contractor working nationally within the distribution, commercial and leisure sectors. The group employs over 100 employees across 3 UK offices.

Ideally, we seek an Accounts Assistant with Level 2/3 AAT experience. MechFS has been established 13 years and key sectors include Distribution, commercial and Leisure.

### JOB DESCRIPTION:

You must be able to demonstrate your knowledge of the following:

- Purchase Ledger input/output
- Statement checking and balancing
- Full administrative support to the Financial controller and Senior accounting assistants
- Bank reconciliation
- Sorting post and dealing with incoming queries
- Reconciling accounts and direct debits
- Maintaining accurate and detailed customer records
- Building a good rapport with clients and providing an accounting team with relevant information
  
- Skills required/preferable
- Knowledge of Sage 200
- Eye for detail
- Excellent organisational skills
- Driving Licence

### OTHER INFORMATION:

You will be reporting to the Financial Controller

This is a full-time role Monday to Friday 8.30-5pm. You will be provided with full training. Bonus, pension, private healthcare, 32 days holiday inc bank holidays. MechFS will fund full training and support studies.

