

Job Description:	Accounts Clerk
Reporting to:	Director
Hours of Work:	Monday to Friday – 8.30am – 5.00pm (Negotiable)
Starting Salary:	Negotiable
Location:	<i>Van Sales UK, Kings Weston Lane, Avonmouth</i>

Details of the role:

An exciting opportunity has arisen within our company here in Avonmouth, Bristol.

We are a Van Sales and Leasing business selling in excess of 1200 vehicles per year and now need an accounts clerk.

Experience within an accounts role is required, not necessarily within the Automotive Industry. Full training will be provided.

Our expectations of the Accounts Clerk:

- Sales Ledger Processing – sales invoices, etc
- Purchase Ledger Processing – purchase/supplier invoices, supplier statements, chasing invoices
- Pay Suppliers
- Match bank statement – allocating payments to sales invoices/supplier invoices etc
- Match credit card statement
- Update working papers – matching nominals, finance debtors, deposits, etc
- Payroll
- VAT return prep – VAT return submitted by Finance Director
- Profit & Loss
- Petty Cash
- Monthly outgoings
- Staff costs - Commissions
- Compile Management accounts on a monthly basis

What you can expect in return:

- Full training on Sales & Selling, Commercial Vehicles and Finance
- Excellent commissions
- The opportunity of promotion as we organically grow
- A friendly place to work
- Free Parking on site
- 22 Days Holiday plus Bank Holidays

