

Celsius Doors: Accounts Administrator

We are expanding our team at Celsius Doors and are looking to hire a full-time Accounts Administrator based at our Rosehill Office!

We are seeking a personable and organised Accounts Administrator. The responsibilities include reviewing and reconciling accounts, processing payments to external partners and maintaining updated records of invoices and receipts. To be successful in this role, you should have a Finance or Accounting background and be familiar with bookkeeping.

Ultimately, you will ensure we process all financial transactions accurately and on time.

Key responsibilities:

- Using Xero Accounting Package
- Purchase & Sale Ledgers
- Bank Reconciliation
- Processing payments
- Credit Control
- Sales Invoicing via job processing software
- Collating data for KPIs
- Processing timesheets for payroll
- Updating client portals for payment
- Purchase order processing
- Job costing analysis
- General daily accounts admin duties

Requirements (Preferred)

- Proven work experience as an Accounts Administrator or similar role.
- Good knowledge of bookkeeping procedures and debt collection regulations.
- Hands-on experience with accounting software.

- Advanced knowledge of Excel (using financial formulas and creating spreadsheets)
- Solid data entry skills with an ability to identify numerical errors.
- Good organizational and time-management abilities.
- BSc degree in Finance, Accounting or a relevant field (preferred but not necessary)

Job Details

Full Time 40 hrs per week

Monday to Thursday, working 8 am-5 pm - Fridays 8 am- 2:30 pm

Competitive salary ranging from £22k - £26k depending on experience.

For further information call 01228 401948 or Email sales@celsiusdoors.co.uk