

Beijer Ref UK & Ireland

Accounts Assistant

Morley, Leeds

Would you like to join a forward thinking company that invests in people and their development?

Beijer Ref UK & Ireland is a leading group of refrigeration and air conditioning wholesalers with 47 branch outlets and utilises two distribution centres for centralised stocks. There are 4 wholesalers within the group; Dean & Wood Ltd, HRP Ltd, RW Refrigeration Wholesale Ltd and DWG Refrigeration Wholesale Ltd (Ireland). Also within the group is our MHI (Mitsubishi Heavy Industries) air conditioning business, Beijer Ref Refrigerants and Beijer Ref Academy.

We are recruiting for an Accounts Assistant at our Refrigeration Distribution Centre in Morley, Leeds.

As Accounts Assistant, you will support the Accountant. Your main responsibilities will be to:

- Provide administrative assistance in the preparation of monthly management accounts and month end process
- Establish appropriate books and records for cash, bank, fixed assets, stocks, debtors and creditors ensuring they are kept up-to-date
- Carry out daily bank checks to ensure all cash is correctly posted
- Support the credit control function
- Support the purchase ledger function, including the coding and posting of supplier invoices
- Review / dispatch overdue letters to customers
- Assist in the statutory audit process and delivery of the Annual Report

An ideal Accounts Assistant will hold the following skills and experiences:

- Experience
 - Previous experience of working in a similar role is advantageous
- Technical skills
 - Good knowledge of Microsoft systems including Excel, Word and Outlook
 - Good knowledge of SAP or similar accounting systems
- Personal Skills
 - Very good level of numeracy, accuracy and literacy
 - Excellent communication skills
 - Ability to organise and prioritise own workload
 - Attention to detail
 - Team orientated

Please apply, attaching your current CV and salary expectations to:

recruitment@beijerref.co.uk

Tel. 01372 389221

Applications: recruitment@beijerref.co.uk - 01372 389221