

JOB VACANCY



ACCOUNTS ASSISTANT TRAC INTERNATIONAL LTD

OVERVIEW

The role of the Accounts Assistant is to efficiently and accurately check and process the company's sales ledger and provide annual leave cover for payroll alongside other associated duties as part of the accounts team.

This position is considered a fulltime position however could suit an experienced part-time individual.

The TRAC Group is an equal opportunities employer and welcomes suitably qualified and/or experienced applicants from all backgrounds/communities. All applications will be reviewed and dealt with in the strictest of confidence.

KEY FUNCTIONS

- Sales Ledger checking and processing in accordance with contract requirements
- Sales Ledger Query Resolution
- Personnel Board - posting and checking
- Payroll Annual Leave Cover
- Other associated accounts duties as required

COMPETENCY REQUIREMENTS

EDUCATION

- Minimum Qualification - Maths and English at National 5 or Standard Grade or equivalent
- Accounting Qualifications - beneficial but not essential

EXPERIENCE

- A working knowledge of Microsoft Office & preferred experience in Sage 50 Accounts but not essential as training will be given.
- Good planning and organisational skills that can be applied to the key functions noted above and can prioritise workload as necessary
- Payroll experience/knowledge is desirable but not essential

LINE MANAGER - Accounts Manager

LINE REPORTS - N/A

LOCATION - This job is situated at our Aberdeen Office, Thistle Road, Dyce however remote home working may apply with ongoing COVID restrictions.

APPLICATION - CV's and covering letter should be addressed to Linda Duncan, Accounts Manager and emailed to recruitment@trac.com on submission by return you will receive a link to complete further application processing questions.

Please note: no agency applications will be considered, therefore please apply direct.