

JOB VACANCY

The logo for Trac International Ltd, featuring the word "trac" in a bold, lowercase, yellow sans-serif font, centered within a black diamond shape. The diamond is set against a background of a light blue grid pattern.

ACCOUNTS ASSISTANT TRAC INTERNATIONAL LTD

OVERVIEW

The role of Accounts Assistant is to provide an accurate and efficient service within our accounts team enabling the delivery of services to our clients.

KEY FUNCTIONS – ACCOUNTS/ADMIN

- Sales Ledger checking and processing in accordance to contract requirements
- Sales Ledger Query Resolution
- Reconciliations (Bank, Nominal, Job and Sales)
- Credit Control
- Various other task as required under direction of accounts manager

COMPETENCY REQUIREMENTS

Education

Good numeracy/ literacy – education to a further education/degree level desirable but not essential.

Job Specific

Attention to detail, Flexibility, Good communication skills

EXPERIENCE

A working knowledge of Microsoft Office & Excel Sage Line 50.
Good planning and organisational skills with experience in relevant areas preferable, however training will be provided.

LINE MANAGER

Accounts Manager

LINE REPORTS

None

DEPUTY

Accounts Assistant

LOCATION - This job is based in our Aberdeen Office, Thistle Road, Dyce.

ADDITIONAL DETAILS -The hours of work are Monday to Friday, 8.30am – 5.00pm (flexible).

APPLICATION – CV's and covering letter should be addressed to Linda Duncan, Accounts Manager by email to recruitment@trac.com