

Vacancy Notice

Accounts Assistant

24 – 30 hours per week, £9.23 - £10.25 per hour (dependent upon experience)

Working pattern over 3, 4 or 5 days per week can be accommodated by arrangement. Working days will include Mondays & Fridays.

Sheffield S6

Due to continued growth, we have a fantastic opportunity for an experienced Accounts Assistant to join our small, dedicated team on a part-time basis undertaking a variety of administrative tasks to support our accounting function.

Originally established over 30 years ago, Jenx Limited design and build products which are dedicated to supporting the postural needs of children with a wide range of disabilities. Our mission is to enable each and every child to have the best possible opportunity of a functional, pain-free future. To work in partnership with the people who matter to make our society a better place for those with disabilities. To make a positive difference to our communities by staying true to our vision and values and being an outstanding employer.

Key Responsibilities will include:

- Sales and purchase ledger transactions
- Processing EC Sales Report & Intrastat Reports
- Processing expenses, mileage forms & staff queries
- Processing petty cash.
- Maintaining vehicle register and associated administration
- Administering credit card and fuel card schemes
- Cashbook payments/receipts & reconciliations
- Ad hoc duties as required

Essential Skills & Experience:

- Previous experience in a similar role within an Accounting function
- Excellent communication and interpersonal skills
- Strong attention to detail
- Analytical working method
- Flexible attitude to work
- Effective team worker
- IT literate with Microsoft Office, Excel, Word & Outlook

Desirable Skills & Experience:

- Experience of Access Dimensions Accounting System
- AAT or other qualification

What we can offer you

Our work really does change young lives for the better and we stay true to our values in everything we do: Always Supportive; Always Caring; Always Safe; Always Ethical; Always Encouraging.

The successful candidate will receive a competitive salary, pro rata to 25 days holiday per annum, healthcare plan with Westfield Health, eligibility for our annual profit share scheme as well as access to company pension and a great range of benefits, rewards & training opportunities tailored around our core values and designed to help you reach your full potential whilst feeling truly valued and appreciated for the work that you do.

As an Investors in People accredited employer, we aim to provide an environment where our colleagues play an active part in the growth of our business. We offer a challenging but supportive environment where talented people can really grow and be proud of their contribution to the important work that we do.

We are proud to have a people-focused culture. Charity and social activities play an active part in our working lives and we are proud to be a responsible corporate citizen. It all contributes to creating a working environment which is friendly, supportive and encouraging. Check out our Facebook page to find out what the team have been up to recently!

We are an Equal Opportunities employer and are committed to the Disability Confident employer's scheme. We will review your application based solely on your skills, experience and potential.

How to apply

To apply please send your CV and a covering letter explaining why you would be suitable for this role to the HR department at HR@jenx.com

Closing Date: 20th August 2019