

A fresh career choice...



# Accounts Assistant

Fresca Customs Clearing, Paddock Wood

As Accounts Assistant your role will be to provide daily accounts administrative support to our specialist Fresca Customs Clearing department.

Most of your time will be spent on purchase ledger duties including processing supplier invoices, payment runs, cost allocations and statement reconciliations. You'll also provide support to the management accountant on areas such as bank reconciliations and nominal ledger including accruals and prepayments.

This is a fast-paced environment in a strong team where no two days are the same.

Shift Pattern:  
Mon-Fri 8am-5pm

## Key Skills:

- Previous experience in a similar role – ie purchase ledger, accounts assistant
- Good communication skills
- Demonstrable attention to detail
- AAT beneficial
- IT skills in Pegasus & Excel® beneficial

To apply:  
Email your CV to  
[recruitment@mack.co.uk](mailto:recruitment@mack.co.uk)

Closing Date:  
02 July 2017

