

Accounts Assistant – part-time

12 hours per week over three days - Tues, Wed, Fri

This is an exciting opportunity to join our well-established, innovative Company during a period of growth and expansion.

Powercor has been trading for over 25 years and we pride ourselves as leading specialists in energy-saving technologies. We have a close partnership with Signify, owner of the Philips Lighting Brand, as a Certified System Integrator – Platinum Partner, and are involved in the launch of their new lighting innovations and prestigious projects, with a large growing client base.

Due to growth, we are now recruiting for a part-time Accounts Assistant, working 12 hours per week across 3 days (Tues, Wed, Fri) The position will be based at our Offices in Brooklands, Weybridge, Surrey. The working environment is hard-working, methodical, and driven and these values are reflected within our team.

We are committed to training & developing our team's skills so full training will be given in our systems and administrative processes to enable you to fulfil this role.

You will need competent IT Skills and a positive keen attitude. No experience required but as the position is based in a fast-moving department, candidates need to be methodical and organised with excellent communication skills and be happy to speak to people at all levels. You will need to be able to work to deadlines and be self-motivated to learn and develop new skills if required.

MAIN RESPONSIBILITIES

- Purchase Ledger
- Dealing with Purchase Invoice Queries
- Input of Employee Expenses
- Reconciliation of Supplier Statements
- Credit Card Reconciliation
- Credit Control
- Various other tasks and ad-hoc duties

The individual will need to be/have.

- Thorough attention to detail
- Excellent verbal and written communication
- Strong organisational skills
- Good Time Management
- Knowledge of Microsoft Office programmes
- Experience within a similar position preferred, but not essential as training will be given.

Benefits

- Great rates of pay available (dependent on experience)
- 28 days holiday per year pro rata (actual 16.8 days) increasing to 33 days per year pro rata (actual 19.8 days) including bank holidays
- Pension scheme
- Death in Service Benefit Scheme

In return we will help you develop your career & skills, and you will be part of an exciting, well established, and fast-growing company that is leading the way to MAKE ENERGY EFFICIENT.

We encourage applications from all suitably experienced and qualified people, regardless of their background. We will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications in line with all protected characteristics as set out in the Equality Act 2010 and any other associated statute.

NO AGENCIES