

## Part Time Accounts Assistant – Construction Industry

A great opportunity to work with an established specialist construction company has arisen for a part-time Accounts Assistant. This role will involve purchase ledger, sales ledger, credit control, dealing with subcontractors and filing. This is a varied role, so applicants must be willing to be flexible in their duties, become a motivated member of a small close-knit team and be willing to learn about the organisation as a whole.

The right person must have a strong personable nature, be a team player, but also have the aptitude to work unsupervised. Effective communication skills are vital, organisational skills and knowledge of processes are key, but ultimately be able to maintain the ability to work well under pressure.

### Main Duties

#### **Purchase Ledger**

- Matching Purchase Orders
- Inputting Invoices
- Checking statements and requesting copy invoices if necessary
- Payments to creditors

#### **Sales Ledger**

- Raising applications
- Certifying applications
- Raising Sales Invoices
- Raising rental invoice – including SSAS

#### **Credit Control**

- Chasing debtors for payment dates
- Chasing payment certificates for outstanding applications

#### **Subcontractors**

- Issuing PQQs to new subcontractors and suppliers
- Verification of new subcontractors
- Liaising with Health and Safety department to approve subcontractor's applications

- Keeping insurances & PQQs up to date.

**Desirable**

Highly competent with MS Office - Excel, Word, and Outlook

Good knowledge of Sage Version 25

Good numerical skills

Ability to analyse information effectively

Problem solve under pressure

Excellent time keeping

Working Hours: 4 days a week – 9.15 – 3.15pm

Job Type: Part-time

Salary: 17,561.50

Please contact the below for details:

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