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| JOB DESCRIPTION  |
| JOB TITLE: [Accounts](https://flub.sharepoint.com/_layouts/15/Doc.aspx?sourcedoc=%7B2AD5CF79-53DE-4C2D-9732-2504BB12C4A0%7D&file=Monthly%20EOD%20November%202022.xlsx&action=default&mobileredirect=true) Assistant |
| Reports to: Financial Controller |
| Location: Head Office, Crawley, West Sussex |
| Hours: 37.5 per week |
| Salary: c £24,000 pa |

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| The Company: At Balfe’s Bikes, we are a small company with big aspirations. Our mission is to continuously up skill our workforce and attract like-minded new starters who want a career within the Company. |
| Job summary: We are looking for someone to join our small team within the Finance Department at Balfe’s working on Accounts Receivables primarily but also covering some Purchase Ledger work and having the opportunity to take on more functions within the Department. |
| Responsibilities will include:* Credit control of all debtors
* Invoicing customers and processing some supplier invoices
* Allocation of payments from bank feed in Xero
* Month and year end reconciliations and reporting
* Assist in the year end external audit
* To complete day to day accounting tasks where required
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| Requirements: * Basic knowledge of Excel to be able to analyse information within Excel
* Experience of Xero would be an advantage but not essential
* Good written and verbal communication skills to liaise with colleagues and third parties
* Self-motivated with an eye for detail
* Work to deadlines at month and year end
* Adaptable, to assist in other Finance areas when required
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| Balfe’s PerksWhat's in it for you? Plenty. We offer our team a pretty nice package of perks (even if we do say so ourselves), including:* 28 days annual leave
* Cycle to Work initiative
* Excellent staff discounts
* Performance/commission bonuses
* Enhanced family policies
* Pension scheme (auto enrolment)
* Option to work from home 2-3 days a week
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