

Accounts Payable Assistant

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high-quality service for all our customers

We are looking to recruit an Accounts Payable Assistant to join our established team at Bellbrook Park.

The Role

Reporting to the Accounts Payable Manager your role will be reconciling accounts, managing queries and dealing with payment enquiries.

Key tasks include:

- Processing high volume of invoices
- Filing and reconciliation of supplier statements
- Ensuring supplier accounts are maintained and settled in line with Company policy
- Payment preparation - BACS
- Manual payments - Cheque & transfers
- Maintain accurate supplier ledgers
- P/L and N/L journals
- Liaising with internal and external customers
- Petty cash
- Allocations

The Candidate

Experience of working within Finance is essential along with a sound knowledge of accounting practices and procedures. Knowledge of a variety of accounts software packages would be advantageous.

The successful candidate needs to have excellent communication skills together with a good telephone manner and be able to communicate at all levels. The ability to work to deadlines and think on your feet is a must, along with being an effective all round team player who also possesses the motivation and initiative to work alone. Attention to detail and good organizational skills are key. The successful candidate must be able to demonstrate flexibility in their approach, be able to prioritise and remain focused at all times.

To Apply

If you are interested in this role or know of someone who might be, please contact Lydia Ball on 01825 747323 or email your CV to careers@trifast.com.

