



CAMDENBOSS[®]

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Job title: Accounts Assistant (temporary to cover Maternity)
Responsible to: Financial Controller

CamdenBoss Limited is an engineering company supplying electrical components, enclosures and related products to businesses across the world. The company is experiencing significant growth and the role is based in Mildenhall, Suffolk.

The role will involve:

- Maintaining the purchase ledger transactions on Sage 200 including:
 - Liaising with the purchasing team and any relevant parties involved in the purchasing of services and goods.
 - Checking invoices, obtaining authorisation for invoices and posting invoices to the purchase ledger using the correct nominal and VAT codes.
 - Reconciling supplier statements to the Sage 200 records.
- Raising any adhoc sales invoices or credits on Sage 200
- Providing holiday cover for Accounts receivable including:
 - Posting payments to customer accounts
 - Running weekly on hold report
- Monitoring the Accounts email inbox, flagging issues and dealing with incoming emails
- General office duties and assisting other accounts team members as required.

Training provided:

- Full training for the role will be provided

Required and desired qualifications:

- AAT Qualification or studying
- Required – GCSE Mathematics and English grade C or above (or equivalent)
- Desired – A Level(s) grades A-C or equivalent

Skills required

- Proactive with a can-do attitude and a strong eye for detail and accuracy
- Good communication and problem solving skills
- Positive and enthusiastic attitude and a desire to learn.



Registered in England and Wales

Reg No. 2009736. VAT Reg No. 886 6384 61

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CamdenBoss Ltd, Galaxy Building, Hampstead Avenue, Mildenhall, Bury St. Edmunds, IP28 7AS



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To apply:

Please send an email explaining your reasons for applying for this role, attaching your current CV addressed to HR@camdenboss.com



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