



Accounts Assistant at AT&C Professional Systems Ltd

Required Start Date – May 2018

Location – London Office, Swiss Cottage, NW6

Reporting to – Finance and Payroll Manager

Salary - Competitive

AT&C Professional Systems Ltd area a leading Audio Visual systems integrator with over 30 years' experience in the industry. With a portfolio of many high profile projects and partnerships AT&C design, supply and install some of the most innovative and sophisticated audio visual, lighting and environmental control solutions for Europe's leading hotel, restaurant and retail operators, and for the UK's most desirable homes.

We are a hard working dedicated team of individuals who work together for one shared goal – to deliver truly outstanding projects. So where do you fit in? We need a dynamic person who is not afraid of hard work in a challenging role you can really own. As the Accounts Assistant you will be responsible for all the processing and matching up of invoices. In a busy finance team you will play a crucial role in assisting with the purchase and sales ledger. Excellent communication at all levels is essential.

As well as working hard we also like to play hard – whether its five aside football at the local leisure centre or breakfast around our kitchen table and team drinks, the team really is at the forefront of what we do and the key to our success.

The Role

- Matching up purchase order to invoices and entering bill
- Maintain items received ledger/convert item receipts into bill
- Work closely with purchasing to ensure invoices are correct
- Chasing up credit notes and match up goods returned by logistics
- Preparation of supplier payment an emailing remittances
- Monthly supplier statement reconciliation
- Dealing with invoice disputes
- Negotiate with suppliers credit and payment terms
- Assist with system development
- Provide cover for other staff when the need arises
- Chasing up outstanding debt
- Update and maintain supplier/customer records
- Assist with stocktake (annually)



Essential

- Being able to prioritise, multi-task and work under pressure is essential.
- Be able to work as part of a team whilst being self-motivated.
- Ability to work to a high and accurate standard.
- Outstanding interpersonal and communication skills
- Experience in accounts is essential
- Use of an accredited accounts package
- Great telephone manner
- Excellent negotiation skills
- Can do approach
- Be competent to a high level of computer literacy, particularly Microsoft Word and Excel

So if you think you have what it takes to make a difference contact us at info@atandc.net