

Accounts Assistant

Hours: 40 hours a week

Contract: Full Time, Permanent, 08.00am to 17.00pm Monday to Thursday and 08.00am to 14.00pm on Friday

Salary: £24,960.00 (£12.00 per hour)

Benefits:

- + Statutory and 25 days annual leave from 1st January 2024.
- + In addition, your birthday is a holiday 1 day.
- + Pension scheme after qualifying period.
- + Medi cash, non-contributory, up to £995 of benefits and free Virtual Medical Consultation 24/7 for you and up to four dependent children.
- + Free Life Insurance with £50,000 death benefit.
- + Employee Referral Scheme with up to £2,000.00 Financial Reward (T&C Apply)
- + Automatic entry into Employee of the Year, 1st Place £3,000.00, 2nd Place £2,000.00, 3rd Place £1,000.00
- + Career Development Programs.

Location: Kettering, Northants, NN16 8UN

Cumberland Platforms Ltd are the UK's leading designer, manufacturer, and supplier of Vehicle Mounted Access Platforms.

Part of the Klubb Group and Distributors/Service Partners for both Isoli and Palfinger.

We have now extended our portfolio of products to include Tracked, Trailer Mounted and Self-Propelled Platforms from Almacrawler and Dinolift with whom we have exclusive distribution rights for the UK.

Key Responsibilities:

- Checking invoices against purchase orders, verifying prices and ensuring part/services received, resolving any discrepancies.
- Populating spreadsheet with invoice information using appropriate nominal codes.
- Checking supplier statements against invoices received.
- Reconcile supplier accounts against Sage.
- Checking Credit Card receipts against statement, apply nominal code & upload to spreadsheet.
- Upload credit card payments to sage.

- Raising Parts Sales & Unit Invoices.
- Email Sales Invoices to Customers.
- Update Customer Invoices & Invoice Breakdown Spreadsheet.
- Deal with queries relating to parts sales invoices.
- Allocate customer payments on Spreadsheet.
- Populate employee hours on spreadsheet.
- Answer telephone calls and divert to the appropriate person.
- Greet visitors and inform colleagues of their arrival.
- Create PDI pack which include Loler Certificates, CoC's, Data Plates, Type Approval Labels.
- Produce New build packs for Production.
- Organise finishing packs for Production including ordering number plates.
- Request Registration of Vehicle via Supplier.
- Arrange delivery of units to Customer liaising with Customer Support/Delivery Company & raise PO's, as necessary.
- Prepare transport notes & relevant paperwork for unit collections/deliveries.
- Provide cover for MIEtrak/Engineering reports.
- Provide cover for checking employees attendance.
- Filing, Scanning & Copying as required.
- Undertake any reasonable duties that may be required from time to time by the company, which may include providing cross function cover in any department for sickness, absence and/or holidays.

Person Skills/Specification:

- ✓ Good Interpersonal Skills.
- ✓ Proficient in Word & Excel.
- ✓ Excellent Organisational & Time Management Skills.
- ✓ Thorough Understanding of company procedures.
- ✓ Excellent Telephone Manner.
- ✓ Experience with Sage Line 50.

Qualifications:

- ❖ GCSE English, Maths & IT or NVQ Level 2 Administration

Other Information:

This job description is not exhaustive and may be added to or changed from time-to-time following discussion and consultation with the post holder and line manager.