



Marshall & McCourt

Plumbing | Heating | Renewable Energy

Accounts Assistant

Established in 2008, Marshall and McCourt are a rapidly growing, family organisation who specialise in all aspects of Plumbing, Heating, Renewable Energy, Smart Homes in Teesside. Currently serving the North East of England from our office and showroom premises in Stockton-on-Tees.

We are looking for an Accounts Assistant to join our growing team.

Duties include:

- Monthly reporting and cost saving.
- Cashflow forecasting.
- Manage the daily cash flow and monetary movement monitoring process for all bank accounts.
- Assist in the preparation of quarterly management accounts.
- Process quarterly V.A.T returns.
- Manage all activities relating to the Sale and Purchase Ledger.
- Bank reconciliations.
- Journal entries.
- Assisting with monthly payroll.
- Compile information for new starters.

Skills / Experience:

- Trustworthy.
- Experienced in using excel (and general Microsoft packages) for formulating reports and compiling company data for our management review.
- Knowledge of computerised Sage accounting software.
- Organised, attentive and thorough with their work.
- Great communication and interpersonal skills towards all levels of the organisation
- Competent at prioritising workload.
- Must hold AAT qualification or equivalent.
- Minimum of 12 months experience.

The role is offered on a permanent part-time basis, covering 24 hours per week. Flexible working hours to be agreed.

An immediate start available for the right candidate.

Salary: £22,000 pro rata

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