



Accounts Assistant

Based: Riggs Autopack, Premier Mill, Brunswick Street, Nelson, BB9 0HU

£Competitive

Riggs Autopack is an award-winning UK designer and manufacturer of filling machines and depositors for the food, industrial, chemical and personal care industries. Established for over 80 years, we are a highly successful business who operate from state-of-the-art facilities in the North of England. Our products and services have gained a superb reputation for assisting customers with their filling of sensitive, delicate and difficult to handle products. We are now looking to recruit an Accounts Administrator to join our team.

The Accounts Assistant is a key role in the management of daily accounting tasks for Riggs Autopack and involves maintaining financial records, processing transactions, and ensuring accuracy in financial reporting.

Your duties will include: -

- Managing the Accounts Payable and Accounts Receivable processes
- Maintaining accurate customer records
- Liaising with the Sales Team to ensure the resolution of customer invoice queries and disputes
- Reconciliation of bank statements, credit card statements and Company accounts
- Analysis of expenses, including the preparation of a monthly summary

The following Skills/experience are necessary:

- AAT qualification or qualified by experience
- Educated to A-level or equivalent
- Basic understanding of accounting principles
- Experience in accounting software
- Strong numerical and analytical skills demonstrating attention to detail and a high level of accuracy
- Good organisational and time management skills
- Confident in Microsoft Excel, including formulas, pivot tables and spreadsheets
- Ability to work independently and as part of a team
- Uses initiative to plan own work schedule to meet deadlines
- Excellent written and oral communication skills
- Confidentiality

The Following skills/ experience is desirable:

- Previous experience in an accounting or finance role
- Problem-solving mindset
- Willingness to learn and develop within the finance field

This is a permanent position working 40 hours per week.

To register your interest and apply, please send your CV to: recruitment@riggsautopack.co.uk in the first instance. All applications will be treated in the strictest confidence.