

Accounts Assistant

Meridian is a successful management consultancy who work with both public and private sector clients.

We are currently looking for an accounts assistant to join our growing, friendly & busy team, on either a full or part time basis; to work alongside Account Managers in delivering successful projects to our clients.

Responsibilities

As an accounts assistant your responsibilities will include;

- Helping to identify / recover overpayments on behalf of our clients
- Liaising with clients and their suppliers (via telephone and email)
- Basic analysis of reports produced from client data
- Reporting client updates to Account Managers

The successful candidate should be able to demonstrate:

- A good standard of education - including GCSE Maths & English (grades A-C) or equivalent experience
- Good communication skills (verbal & written)
- A good standard of IT Skills (particularly Microsoft Excel)
- Excellent attention to detail
- Strong teamwork skills

Additional skills that are highly desirable:

- Previous accounts payable, sales ledger or credit control experience
- Experience of completing account reconciliations

Training will be provided to the right candidate, with excellent opportunities for progression. Salary will be dependent on experience.

Based on the outskirts of St. Albans, applicants should have access to their own car.

For further information please visit our website www.recoveryaudit.com

In the first instance please email your CV with covering letter to info@recoveryaudit.com