



Job Description

Job Title: Accounts Assistant, Scion Instruments UK Ltd

Reports to: Management Accountant

Employment – Full time

Position Location: Livingston

Number of Direct Reports: None

Salary: £22,000 - £27,000 DOE

Position Summary: Scion Instruments are looking for an enthusiastic and target driven new member of the Finance team with strong interpersonal and communication skills to join its hard-working team.

Essential Functions:

- Carry out customer accounts reconciliations to statements monthly.
- Processing cash receipts on a regular basis.
- Assist with bank reconciliations.
- Resolve queries with in a timely and professional manner by liaising with customer service.
- Assist with month end processes including reconciliations to the nominal ledger.
- Maintain and review AR aging regularly.
- Assisting with audit related queries in AR.
- Responsible for the processing of supplier invoices in a timely manner.
- Resolve queries with in a timely and professional manner by liaising with customer service, operations and procurement staff.
- Responsible for maintaining and updating the customer and supplier database.
- Adhoc duties where required to support the finance team.

Person Specification

- Minimum 2 years' experience in a previous accounts/accounts receivable/accounts payable role
- Working towards an accounting qualification such as AAT/ACCA/CIMA/ICAS etc would be desirable, but not essential
- High level of accuracy and attention to detail including the handling of confidential data
- Strong organisational, planning and management skills
- Exposure to the accounting elements, like customers, invoicing and reconciliations
- Excellent communication skills both oral and written
- Good IT skills especially in Microsoft products with a knowledge of ERP systems