



Junior Accountant & Sales Admin

Salary: £20,000 to £25,000

Reporting to: Sales Manager

An opportunity has become available in a government approved, IT managed service organisation that provides 24/7 365 IT support for public and private clouds. Founded in 2019 this ambitious start-up offers its employees the ability to rapidly progress their career whilst supporting the business during significant growth phases.

We are seeking a dynamic and organised individual to join our team as a Junior Accountant & Sales admin. In this important role, you will be responsible for overseeing company accounts, managing budgets and ensuring smooth business operations. The ideal candidate should be detail-oriented, possess excellent communication skills, and thrive in a fast-paced environment.

Responsibilities

- Record all financial transactions including sales, purchases, receipts and payments.
- Manage incoming and outgoing payments.
- Reconcile bank statements with company financial records to ensure accuracy and up-to-date cash balances.
- Perform month-end and year-end closing procedures, including reconciling accounts, preparing financial statements and ensuring all transactions are accounted for.
- Assist the sales team with administrative tasks, such as preparing order forms and quotations.
- Process customer orders and ensure they are accurately recorded and fulfilled.
- Update and maintain the CRM system to support sales strategies.
- Keep track of inventory levels and coordinate with the purchasing team for reorders
- Prepare and distribute sales reports, analysing trends, performance metrics and forecasts.
- Maintain and organise sales contracts, agreements and other important documents.

Experience

- 2 years' experience working in Bookkeeping
- Proficiency in QuickBooks accounting software
- Experience using Excel, Word, PowerPoint for reporting
- Understanding of accounting principles and procedures.
- Experience handling multiple tasks simultaneously and prioritising them based on company needs.
- Excellent communication and interpersonal skills.