



## **Accounts Assistant (Full or Part Time)**

**Pay: £22,000 - £23,000 per year**

Entrance Access Solutions Limited are a rapidly growing automatic and industrial door company based in East Kilbride. An excellent opportunity has arisen for an Accounts Assistant to join our friendly team. This position has arisen following the continued growth and success of the business and will play a key role in taking the business forward in 2023 and beyond.

Reporting to the Finance Manager you will be responsible for a variety of accounts administration tasks.

### **Role and Responsibilities**

1. Generate customer invoices.
2. Access customer platforms to manage e invoicing.
3. Prepare daily sales reports.
4. Assist with accounts receivable and credit control.
5. Process and verify supplier invoices.
6. Investigate and resolve queries on supplier and customer invoices.
7. Control employee fuel and travel expenses.
8. Handle engineer overtime payments.
9. Work to weekly deadlines.
10. Contribute to month-end accounting processes.
11. Cover for colleagues within office team, as necessary.
12. Assist Finance Manager and company Directors with other duties as and when required.

### **Skills and Experience:**

- HNC in Accounting (or similar), or previous accounts assistant experience.
- Excellent attention to detail with high degree of accuracy.
- Excellent verbal and written communication skills.
- Working knowledge of Microsoft Excel.
- Experience of Sage online accounting systems would be an advantage, although training would be provided to the successful candidate.
- Experience of working in an SME / reactive support business desirable.

### **Package**

- Pension scheme.
- Full time, permanent. Monday to Friday 8.30am – 5pm (office based).  
Part time applicants will also be considered, working 20-25 hours per week over 3 or 5 days, with a degree of flexibility required. Part time salary calculated on a pro rata basis.
- On-site parking.
- Wellbeing Programme.
- Team Events.

Apply at [recruitment@easautodoors.co.uk](mailto:recruitment@easautodoors.co.uk)

Entrance Access Solutions Limited  
G75 0RA

Company Registration Number: SC484570