
Job Description

Accounts Assistant

AlphaLogix is a leading provider and developer of accounting software for companies throughout England & Wales.

We currently have a vacancy for a Sage 200 **Accounts Assistant** to administer our internal accounts and assist with the Support Desk for our clients. The ideal candidate will have experience of using accounting systems together with excellent customer service. The successful candidate will be self-motivated, highly organised individual who is able to work in a team or on their own.

Responsible for:

- Resolving support issues raised by clients via phone and email
- Ensuring clients are regularly updated on progress of resolution of issues raised
- Deliver exceptional customer service using excellent communication and interpersonal skills
- Processing and maintaining, payroll, sales ledger invoicing, credit control, purchase ledger
- Managing Support and Service Contract renewals
- Maintaining internal systems.
- Ad hoc administrative tasks as required

Required Technical Skills

- experience of using accountancy software; knowledge of common desktop applications such as Office (word and excel)

Other Skills

- Ability to Multitask
- Strong problem-solving skills
- Time Management
- 200 or Sage 50 experience an advantage, however training will be given

This is a full-time position within the AlphaLogix Team

Salary depending upon experience and qualifications. Highly qualified candidates' salary by Negotiation