



## Accounts Assistant

We are Ashwoods Electric Motors – an innovative and dynamic cleantech engineering and manufacturing business in the South West of England. Using our state of the art, automated, high volume production line we manufacture smaller, lighter and more efficient electric motors for a wide range of applications in the off-highway sector.

We have recently moved into a new facility in Devon near to Chudleigh and Exeter's infrastructure, with the support of a £1.2million grant from the UK government, to meet the demands of our growing, global, customer base.

We are now seeking an Accounts Assistant to join our Accounts department to support the smooth running of the day-to-day finance administrative tasks.

### Roles and responsibilities

- Purchase ledger: processing invoices, purchase orders and reconciliations
- Sales ledger: invoicing and credit control
- Bank reconciliations
- Credit card processing and reconciling
- Maintain a Fixed Asset register
- Maintaining and reconciling various spreadsheets
- Assisting the financial controller as needed

### Desired qualifications, skills and experience

- Good understanding of bookkeeping
- Demonstrate accurate data entry skills with good attention to detail
- Strong organisational skills and the ability to prioritise workload to achieve required personal and organisational objectives
- Strong communication skills – confidence to contact customers and suppliers by telephone and email
- Computer & IT literate, including Microsoft Office suite, especially excel
- Experience in a similar role





## Personal characteristics

- Able to work both independently and in a team
- Credible, reliable and honest
- Confident in all forms of communication
- Organised and attentive to detail
- Personable and outgoing, with a good sense of humour

## Salary & Benefits

- Competitive Salary.
- Participation in employee bonus scheme.
- Outstanding quality of life.
- 24 days holiday per year, plus bank holidays and opportunity to earn more days.
- Staff social events.

## How to apply

If you think this job is for you then why not email us, briefly summarising why you'd be great for the role and including a copy of your CV, to [work@ashwoods.org](mailto:work@ashwoods.org)

Incidentally, if you're looking at us on behalf of a recruitment agency then thank you for your interest but we're already working with some wonderful people in the industry on an exclusive basis. Thank you.

