



Our Values: Caring, Safe, Professional



Accounts Assistant (Maternity Cover) - CSP Head Office, Watford

£25,000 - £27,000 per annum, depending on experience

We are currently looking for an Accounts Assistant (Accounts Receivable) to effectively manage the company's Sales Ledger, ensuring that all sales revenue is accurately billed and that debtors are kept to a minimum. This is a maternity cover role for up to 12 months.

The Accounts Assistant will be responsible for setting up new customer and maintaining existing accounts on the accounting software (Sage 200), and for producing accurate and timely invoices. They will also be responsible for handling invoice queries in an effective, professional and timely manner, within the resolution timescales of Company policy, and for the production and delivery of monthly statements of account for each Client to ensure that debtors are proactively managed. Ensuring that all personnel and financial information is secure and stored in accordance with current legislation is also a key requirement of this role.

Educated to degree standard, the ideal candidate will have previous experience of working in a finance administration role and of sales ledger and credit control; and will have a good working knowledge of Sage 200. They will be competent at reconciling sales figures, and at putting together periodic reports. Having worked in an administrative role in a finance office environment, or in a Head Office team, would be an advantage. They will also have good attention to detail and be confident in communicating with people at all levels across the organisation.

This is an exciting time to be joining CSP as the company strives towards operational excellence and works on ambitious plans for growth. There is a possibility the role may become permanent in the future, based upon business growth.

This is a full-time role based at CSP Head Office in Watford, initially to provide maternity cover for up to 12 months.

A full job description is available [here](#).

What you will be doing as an Accounts Assistant for CSP

- Setting up new customers and maintaining existing accounts on Sage 200
- Dealing with invoice queries in an effective, professional and timely manner
- Assisting the Head of Finance with the reconciliation of all revenue generated through the website, PDQ and cash-taking operations, highlighting any discrepancies as appropriate
- Reconciling the debtors control account and ensuring it is kept upto date at all times

- Ensure compliance with all internal financial policies and procedures and relevant external statutory and other regulations

What we need from you as an Accounts Assistant for CSP

- Experience of working in a general finance administration role, sales ledger and credit control
- Experience of financial reporting
- Competent IT skills (Word, Outlook, Excel, PowerPoint)
- The confidence to read and analyse data and figures with the ability to interpret findings into financial-related recommendations
- A degree-level education

What CSP can offer you as a Accounts Assistant (Maternity Cover)

- A competitive salary - £25K to £27K, depending on experience
- A 35 hour working week
- Up to 25 days' holiday (pro-rata – after qualifying service) plus Bank/Public Holidays
- Pension scheme with excellent employer contribution
- Life insurance at 4x salary
- Access to salary sacrifice schemes
- A range of valuable medical and practical support services through an external Employee Assistance provider

About CSP

CSP stands for The Combined Services Provider. It also stands for Caring, Safe, Professional, representing our Values. We specialise in providing services to venues and static sites including Car Parking, Internal and External Traffic Management, HVM (Hostile Vehicle Mitigation) solutions, Security, Stewarding, Cash & Audit and Consultancy services. Whilst our range of services has grown, Car Parking/Traffic Management, HVM, and Security/Stewarding represent our core areas of expertise.

CSP strives to be an equal opportunities employer.

Vacancy details

Salary: £25,000 - £27,000 pa, depending on experience

Location: CSP Head Office, Watford

If you think you are suitable for this Accounts Assistant position, please apply now by sending a copy of your CV to HR@gotocsp.com by midnight on Monday 26th August 2024.

