

## Accounts Assistant

- Exciting new opportunity with global retail company
- Immediate start
- Full time varied and hands on role
- Relaxed culture, small team
- Entry level role, no prior accounts experience required

We specialise in providing complete lighting solutions globally with over 30 years' experience in all industry sectors. We all work collaboratively to ensure the continued success of our business in a relaxed environment. Our leaders are approachable and foster a culture that encourages innovation, creativity and autonomy.

We are offering an entry level accounts assistant role in our head office located near Richmond, close to public transport. This role provides the opportunity to be involved in a varied accounts position with on the job training provided.

### Your key responsibilities will include:

- Data entry including purchase invoices/ business expenses
- Domestic and foreign currency bank payment processing
- Ledger maintenance, reporting, monthly journals and reconciliations
- Asset register maintenance
- Budget and forecasting assistance
- Assistance with AR, payroll, stock take processing
- Ad hoc office duties

### You will display the following attributes:

- Willingness to learn, proactive and have confidence to tackle issues
- Excellent telephone manner and written communication skills
- Organised and able to meet deadlines
- Relevant bachelor degree (business/finance related)
- Intermediate Excel skills

Please send through your CV and a cover letter telling us how this role fits into your career goals and what experience you've had that will make you successful in this role to [alyssa.charlick@lpalighting.com](mailto:alyssa.charlick@lpalighting.com)