

# Candidate of the Week

## No 4022

Consultant: Kelly Smith

**Snapshot of Recent Duties:**

- Accounts assistant
- Producing sales invoices
- Raising credit notes
- Employee expenses / journals
- Month end sales ledger reconciliation
- Fixed asset depreciation
- Speaking with customers and suppliers daily

**Key Skills:**

- Competently use Word, Outlook, Excel and PowerPoint
- Competently use Kerrige, MS Great Plains, SAP and AS400
- Sales ledger and purchase ledger
- Bank reconciliation

**Education / Qualifications:**

- Maths and Accounting AS Level

**Notice Period:**

Immediately available for up to 6 months due to applying for a Police Officer role.

**Salary Expectations:**

£8.50 per hour minimum

If you would like further information about Candidate 4022 or would simply like to chat with one of our Consultants, please contact the office on 01924 377500 and we will be delighted to assist.

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