



Accounts Assistant, Basingstoke

We are the UK's foremost designer of commercial lighting solutions. For over 30 years, our passion for developing and manufacturing energy efficient luminaires and controls has seen us deliver our portfolio of lighting solutions to some of the UK's most innovative businesses.

Our UK design and manufacture has always been driven by pioneering research and development. Each of our luminaires is crafted from design concept through to assembly at our hard working and adaptable manufacturing centre in Basingstoke, equipped with the latest robotic technology.

We are currently recruiting for motivated employees that want to join us on our journey. If you want an opportunity to grow and develop with us and enjoy working in a hardworking and committed environment please apply. In return we offer a competitive salary dependent on experience with benefits including;

- 28 Days Holiday per year (inc Bank Holidays)
- Pension Scheme
- Free Onsite Parking
- Staff Canteen area with Vending facilities, Pool Tables

After probation you will also qualify for;

- Life Insurance
- Optional Holiday Purchase Scheme

Job Description

The Accounts Assistant will work as part of a small Finance & HR Team reporting to the Finance Director.

Main duties include;

Accounts Payable

- Ensure efficient and accurate processing of supplier invoices
- Matching of invoices to purchase orders, and delivery tickets
- Ensure that invoices are properly authorised and coded
- Responsible for resolving any invoice payment issues as they arise
- Ensuring that supplier invoices are paid in a timely manner and in line with company agreed terms
- Run an accurate and effective debit note system for returned goods ensuring debit notes are received promptly

- Work collaboratively with the Finance Team, Purchasing Team and Production Goods In teams
- Ensure that all supplier balances on the accounting systems reconcile to supplier statements
- Working effectively with the sales ledger assistant, purchasing team and production “goods In” teams

Expenses Process

- Review expense claims for accuracy and ensure approved in line with company policy.
- Ensure original receipts and other supporting documents are attached
- Processing & payment of claims within the Accounting Expense System

Candidate Requirements

- It is essential to have a minimum of 2 years previous experience of working in an accounts payable position
- Must have excellent data entry skills with strong attention to detail.
- Must have confident telephone skills and be able to multi task
- Highly organised with an ability to work to tight deadlines whilst multi- tasking
- Excellent Excel and system skills
- Experience of working in a manufacturing company would be preferable

Hours of Work

Monday to Thursday 08:30 – 17:00
Friday 08:30 – 16:30

Salary

Dependent on Experience

Please submit applications to tinab@luxonic.co.uk

Closing Date Monday 10th September 2018