



Job Title: Experienced Accounts Assistant	Hours: 25 Hours Per Week
Location: Laceby nr Grimsby	Salary: DOE

Rapid Travel Group is privately owned and operated Travel company based nr Grimsby. Rapid is a market leader in personally managing customers travel and specifications, to include business accommodation and travel requirements both nationally and internationally.

We are a passionate team who believes in excellence with a friendly “can do with please” attitude. Offering bespoke, travel assistant service across all industry sectors.

Job Purpose

The Accounts Assistant will be required to provide clerical support of all kinds to the accounts department. Duties involved will consist of tasks such as data-entry and checking, filing, making phone calls, collecting and handling supplier invoices, as well as bookkeeping.

This position will offer good career prospects for those wishing to be part of an expanding accounts department within a growing company. Full time hours may be considered for the right candidate.

Role Information

- Working with spreadsheets and online accounting packages
- Maintaining the Purchase Ledger / Assist with Sales Ledger
- Using a range of internal systems (training will be given)
- Reconciling credit card statements
- Collecting and processing supplier invoices
- Maintaining meticulous filing systems
- General admin tasks

The Successful Candidate will:

- Have a minimum of two years bookkeeping experience
- Be extremely accurate
- Be a highly organised individual with a methodical approach
- Have the ability to work on your own initiative with minimum supervision
- Take ownership for all daily duties with a “right first-time approach”
- Maintain excellent levels of customer service
- A fun and friendly attitude
- Have excellent written and verbal communication skills
- Be computer literate
- Have a “can do” attitude
- Full UK Driving License and their own transport.

Company Benefits

- Day off on your Birthday
- Pension Scheme
- Training & Coaching
- A happy and motivated work environment
- Team Building (days out)
- On-Site & Free Car Parking
- EAP and Employee wellbeing

How to Apply

If you're interested in applying for the role please go ahead and send us a copy of your CV and Covering Letter.

Email: hr@rapidtravelgroup.com