

thought

Accounts Assistant

Thought is an award-winning fashion business that is rapidly growing in strength and reputation through its innovative clothing designs from natural and sustainable materials. Established almost 20 years ago **Thought** has a thriving Wholesale business with more than 1,000 stockists across the UK and internationally alongside a rapidly growing ecommerce business dispatching globally.

The strength of the **Thought** brand has been created with the energy, commitment, talent and enthusiasm that our engaged and successful team deliver to the highest standards.

We are recruiting for an **Accounts Assistant** to join our Finance Team. You will be a strong performer with a keen eye for detail and enjoy problem solving and thinking logically.

Working closely with the finance team, as well as other business functions, your responsibilities will include:

- Dealing with queries – over the phone and via email. Customer Service is key.
- Matching and Coding invoices
- Assisting with month and year end procedures
- Credit card expenses
- Issuing Ecommerce refunds & credit notes.
- Assisting with batch payment runs and running the weekly supplier payment runs
- Generating invoices and account statements
- Allocating Wholesale customer receipts
- Performing account reconciliations
- Maintaining accounts receivable files and records
- Investigating and resolving any irregularities or enquiries
- Assisting in general financial management and analysis
- High volume data entry and invoice processing
- Responsible for emails into two inboxes
- General and varied administration tasks.

You will have/be:

- Similar experience in a comparable role
- Experience of Sage Line 50 Essentials would be advantageous
- Experience in Dynamics 365 will be highly considered.
- Will have excellent communication skills
- Computer literate, proficient using Microsoft office - including Outlook, Word & Excel
- A logical, proactive and problem solving mind
- Ability to work well within a small team, simultaneously building strong relationships with other business functions

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- Excellent attention to detail.
- A can-do attitude and willingness to go the extra mile

This is a fantastic position for someone looking to make a jump up in their career and join an exciting fast paced business currently in its growth period.