

Job Description

Accounts Administrator

Position: Accounts Administrator

Salary: Will be discussed during the interview

Location: On Site - Sevenoaks, Kent, TN13 1AS

Hours: 09:00 – 17:00 (1-hour unpaid lunch break)

Days: Monday to Friday

Reports to: Financial Controller

Hemlow Ltd are a Mechanical & Electrical Maintenance Company, with our head office in Sevenoaks, Kent and offices in Slough and Birmingham. Our engineers carry out maintenance across the south of England and into the Midlands.

We are currently looking for an Accounts Administrator who will have an excellent opportunity to gain experience. They will join our close-knit team, with a family-orientated feel, where your efforts are recognised and rewarded.

Key Responsibilities:

- Processing weekly & monthly expenses on Xero
- Processing Purchase invoices on SimPRO
- Statement reconciliations and processing payments
- Dealing with purchase disputes
- Collating overtime hours for monthly payroll
- Processing Holiday forms
- Processing Sickness forms
- Processing uniform and PPE requests



Skills and Qualities:

Essential:

- Organised / Reliable
- Open / hands on approach
- Good communication
- Excel skills

Represent the Company by:

Always protecting the companies interests.

Leading by example.

Ensuring your appearance and manner appropriately represent the company.

Ensure all duties conform to the Hemlow Health and Safety Policy and handbook and guidelines.

To apply please send your CV to: victoria.prins@hemlow.com

We look forward to receiving your application.