



Job title: Junior Accounts Clerk

Location: Stanstead Abbots, Hertfordshire, UK

Closing date: 30th June 2022 – Immediate start desirable

Salary: £23,000-£25,000 per year DOE

Job type: Permanent (min. 30 hours per week)

Position overview:

Due to our continued expansion both domestically and internationally, Silent Sentinel is recruiting a Junior Accounts Clerk to support the Finance team. This is a chance for you to join a unique manufacturing business based in the village of Stanstead Abbots. We are looking for an experienced Junior Accounts Clerk/Bookkeeper with SAGE 50/200 experience who has worked with a high volume of invoices and dealt with suppliers and customers.

Silent Sentinel Ltd is a thermal camera manufacturer based in the UK with offices in the USA and UAE. In 2020 they won a Queen's Award for Enterprise and have recently won East Herts Business of the Year at the Inspiring Hertfordshire Awards. With an open plan office set by the river, and a 2:30pm finish on a Friday, Silent Sentinel is a friendly, sociable and forward thinking business to work for.

Duties and Responsibilities:

- Accounts Payable
- Accounts Receivable
- Supplier payment run
- Multi-currency bank reconciliations
- Assisting with month end accounts
- Monthly intercompany recharges
- Other ad-hoc duties

Experience and skills required:

- Sage 50 &/or Sage 200 experience
- Good working experience with Microsoft Outlook and Excel
- Strong communication skills
- Minimum of AAT level 2 qualification or willing to work towards this

You will have the opportunity to work in a busy finance team and gain excellent experience with career progression. Your working hours will need to be a minimum of 30 hours per week between the following hours: 8:30am to 5pm Monday to Thursday and 8.30am - 2:30pm on a Friday. You will be fully office based and there is free onsite parking.

Closing date 30th June 2022

Please send your CV via email to tracey@silentsentinel.com