

## **Accounts Admin & Assistant**

At Apex, we're passionate about people. Not just customers who make our business happen, but employees who make *our business happen*.

The Accounts Admin Advisor will have a strong financial background who is able to work with excellent eye to detail. They will work with our Accounts Team and help hold the fort for incomings and outgoings.

Our people are unique in that they are not motivated by money, but rather use their passion and drive for success to achieve their financial gains. Your starting wage is never going to be your constant wage at Apex, but your pay is based on your own achievements.

### **We need:**

- A person with excellent eye for detail who does not mind doing repetitive tasks
- Someone who can work well within a team and independently
- A trustworthy, self sufficient person who can work with authority and assertiveness
- Not afraid to ask our clients for payments
- Able to work two to three tasks at once; you will need to be able to handle your PC, emails and two phone lines without breaking a sweat

### **You need:**

- A Level or above in Accounting and a passion in the Finance sector
- A proactive approach who takes advice as a learning curve
- Able to work with Google Sheets, Excel and Xero
- Can work repetitive tasks for long periods
- A confidence that brooks no argument in requesting payments
- A willingness to get to know our customers and build a rapport with them
- Excellent telephone manner and sound writing skills

### **A typical day at the office:**

- Respond and communicate with clients via WhatsApp Business
- Check our system for any unpaid job and chase clients
- Reconcile payments via PayPal and Xero
- Check stock at office and warehouse to purchase what needs buying
- File receipts for money spent

- Make invoices for outgoings for the Director
  - Liaise with other Finance staff to ensure all payments are in and nothing outstanding
  - Send communications regarding late payments
  - Keep on top of supplier payments, expenses and other incoming and outgoing monies
- 
- **Full time**
  - **9am - 5pm, Monday - Friday**
  - **Occasional Saturdays**
  - **From £20,000 a year**
  - **Mainly based at our office on 93 Evington Road, Leicester but occasionally based at our warehouse on Wheat Street, Leicester too**