

EMR is a global leader in metal recycling employing 4500 staff across 170 locations around the world. EMR's recycling process begins with the collection of scrap metal from businesses, manufacturers, construction sites, government bodies and the general public. Our Group Finance and Accounts function based at Warrington continues to grow in line with the success of the business. EMR's dedicated Finance team co-ordinate a range of company transactions and help ensure business strategies can be achieved.

Accounts Assistant

The Accounts Assistant will be responsible for providing financial and administrative support in order to ensure efficient and accurate processing and payments of invoices. Working in an effective and timely manner to ensure that invoices and payments are accurate and up to date, as well as ensuring traders are paid within established time limits.

Responsibilities

- Receive and verify invoices for goods and services, check rates, POD checks etc
- Verify that transactions comply with financial policies and procedures
- Data enter invoices for payment including currency (GBP, USD & €)
- Dealing with queries, via e-mail and telephone
- Help to produce payruns
- Daily TT payments
- Updating invoices on the system
- Prepare vendor remittances for mailing
- Reconciling statements

Experience

Previous experience of accounts payable and maintaining general ledgers is essential and candidates must be able to demonstrate the following Skills:

- Excellent interpersonal skills
- Analytical and problem solving skills
- High level of Communication both verbal and written
- Attention to detail and high level of accuracy
- Effective organisational skills
- Computer skills including Excel

This is an excellent opportunity to work with the UK's leading recycler of scrap and waste metal. Our newly refurbished Head Offices create the ideal working environment for our Finance Team to excel.