



JOB VACANCY

Accounts Assistant - Ayr

Castle Water (Scotland) Limited is a vibrant and rapidly expanding company operating in the water utilities market in Scotland. This is an exciting opportunity to join our small but busy accounts team in our Ayr office.

We are looking to recruit an Accounts Assistant to join our small but busy Accounts Team specialising in Sales Ledger and Credit Control. Previous experience in an accounts environment or similar position is desirable. Candidates must have good computer skills with particular reference to Excel and Sage.

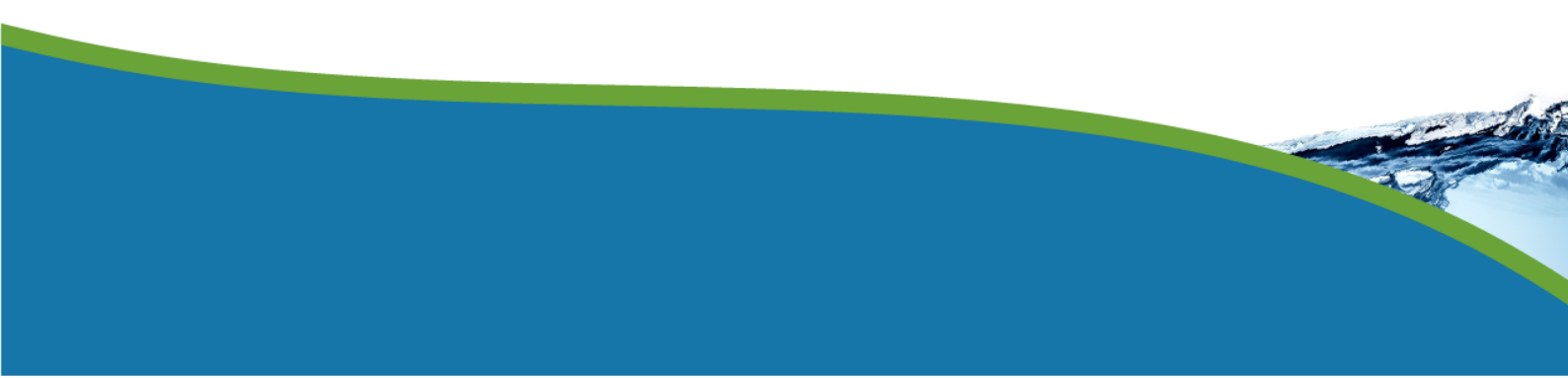
This is a permanent opportunity with an immediate start date.

Key Responsibilities

- Processing customer payments
- Processing supplier invoices & sundry expenses
- Customer account reconciliations
- Assisting the credit control team
- Monitoring late payments and debt

Key Skills and Experience

- Previous experience in a similar environment e.g. utilities, water, credit control is preferred
- Ability to work to a high level in a busy and demanding environment, using both initiative and problem-solving skills
- Strong verbal and written communication skills
- Competency in Excel (required) and Sage 200 software (preferred)
- Accuracy is required in performing all functions of this position. Organisation skills are essential to ensure the timely completion of a large volume of work



- Ability to integrate with the team and other staff members, providing assistance and support where required

How to apply

If you have the drive, experience and skills to support our continued success, send your CV together with a covering letter to careers@castlewater.co.uk. We look forward to hearing from you.

Innovation and knowledge sharing are part of our everyday experience. We invest the training and support you need to succeed and deliver the excellent service our customers expect. We offer an attractive base salary, pension scheme, life cover and 28 days paid holiday.

