

# JOB VACANCY

## Join the Allendale Group Today!



### ACCOUNTS ADMINISTRATOR

The Allendale Group Limited are a family owned business based in Hoddesdon, Hertfordshire since 2003 selling electronic and mechanical engineering equipment, with manufacturing and distribution facilities in the USA & China. We are looking for an experienced Accounts Administrator to join our team.

You will be responsible for reviewing and reconciling accounts, processing payments to external partners and maintaining updated records of invoices and receipts. Ideal candidates will have a Finance or Accounting qualification, experience of working within a high volume sales environment, cash flow management and book-keeping skills.

Ultimately, you will be responsible for ensuring all financial transactions are processed accurately and on time. Start and finishing times can be flexible, but ideally we are looking for someone to work in the office 5 days a week.

#### Responsibilities include:

- Managing our obligations to suppliers, customers and third-party vendors
- Processing bank deposits
- Reconciling financial statements
- Prepare, send and store invoices
- Contact clients and send reminders to ensure timely payments
- Submit tax forms
- Identify and address discrepancies
- Report on the status of accounts payable and receivable
- Update internal accounting databases and spreadsheets
- Timely and accurate submission of payroll information to our external Accountants

#### Requirements:

- Proven work experience as an Accounts Administrator or similar role
- Good knowledge of book-keeping procedures and debt collection regulations
- Hands-on experience with accounting software, ideally SAGE
- Advanced knowledge of Excel (using financial formulas and creating spreadsheets)
- Solid data entry skills with an ability to identify numerical errors
- Good organisational and time-management abilities
- BSc degree in Finance, Accounting or relevant field, AAT or ACA qualified or working towards

A full job description is available upon request. Competitive salary dependent upon experience and qualifications held.

To apply please submit your CV to [jobs@allendale-group.co.uk](mailto:jobs@allendale-group.co.uk)

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**The Allendale Group**

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