



Chilton Waste Services

Job Description - Accounts Assistant

Hours of work:	By agreement, a minimum of 6 hours per day Monday to Friday
Holiday:	20 days plus Bank Holidays (pro rata)
Salary:	Negotiable, depending on experience and qualifications
Type of contract:	Permanent with 3 month probationary period.
Duties will include	<p>Fully responsible for chasing and collection of outstanding invoices. Fully responsible for daily allocation and banking of payments received. Weekly reports and updates to the Company Accountant regarding Aged Debtor, Procedures and control issues. Providing any information required by the auditors. Fully responsible for dealing with invoice queries, arranging for the issue of Credit notes if necessary. Responsible for putting accounts on stop In conjunction with the Company Accountant. Responsible for checking and transferring daily invoices from customised database system to Sage. To assist with month and year end procedures. Any other ad-hoc duties.</p> <p>Full Company uniform and appropriate protective clothing provided.</p>

Chilton Waste Services specialises in waste collection, disposal, recycling and container hire in the Oxfordshire and Berkshire area. We are continually expanding the business, looking for development and growth opportunities. You will be joining a team of 30 employees which includes drivers, yard staff, administration and management.

