

Fortus is Europe's fastest growing security & fire distributor, trading across the UK & IRE within the key industry verticals of CCTV, Intruder, Access, and Fire products. In addition, we have a ten branch network across England and are the only distribution Company in the sector to offer a complete end-to-end security solution through our acquisition of RE:SURE CCTV monitoring.

We are currently looking for a **Finance Accounts Assistant** to join the Finance Team.

As Accounts Assistant you will be working as part of the finance team in Shirley Solihull. You will report to the Head of Finance and have responsibility for several daily, weekly, and monthly tasks expected of an assistant. The role will provide exposure to the internal senior management team, customers and various other stakeholders within the Company and comes with all the benefits of working as part of a larger group.

The Role & Key Responsibilities:

- Daily sales reporting to senior management and the bank for invoice discounting
- Process Credit Applications using Creditsafe / Atradius and set up new accounts.
- Debtors reporting for sales department & reviewing for credit insurer.
- Assist with credit control & customer queries.
- Making supplier payments
- Assisting with purchase invoice posting & supplier queries
- Daily bank reconciliations
- Reconciling & paying staff expenses
- Reconciling & posting staff credit cards
- Reconciling deferred import VAT statements
- Assisting with month end Management Account production:
 - Intercompany reconciliations
 - Debtors' reconciliation for invoice discounting
 - Accruals & Prepayments
 - Assist with final margin report reconciliation to TB
 - Assist with final balance sheet reconciliation to TB
- Assisting with Biannual bank audit
- Assisting with annual external audit

Knowledge, Skills & Experience Required:

- Sage 200 (Desired)
- Microsoft Office application (Essential)
- AAT qualified (Desired)
- Proven history of working in a similar role (Essential)
- Excellent communication skills
- Proven attention to detail
- Comfortable working individually and as part of a team
- Hard working and flexible, with a strong commitment to meeting deadlines
- Ability to communicate at all levels