**Accounts Administrator**

**Job Code: BW894**

**Location of Work:** Park Royal

**Contract Hours**: Monday to Friday, 9am – 2.30pm (part time 27.5 hours’ p/w)

**Salary:** £14,667.00 p/a

A national drinks distributor is seekinga highly organised and proficient administrator to work with their Accounts team. You will be involved in all areas accounts work and primarily focus on processing new customer accounts and help support the accounts department communicating effectively with customers and other departments in the business.

This is a part-time role of 27.5 hours per week that would suit a competent administrator with experience of working in an accounts department. You will join an experienced and welcoming accounts team focused on providing an excellent service to customers and the business as a whole.

**Job Duties and Responsibilities:**

* Process new customer account openings
* Liaise with customers, suppliers & the wider team to achieve objectives
* Emailing statements
* Providing direct debit advice
* Obtaining customer references
* Book-keeping tasks as directed, such as processing income
* Office administrative support

### **Skills and experience**

* Administration experience in a busy high volume environment
* Ability to work with speed and accuracy
* Previous accounts office experience
* Excellent communication and interpersonal skills with attention to detail
* A self-starter who is proactive and can set and achieve goals
* Organisational skills with the ability to manage and prioritise own workload to meet deadlines.
* Living in the Borough of Brent is essential

**Closing date: Friday 5th July 2019**

Please e-mail a targeted CV & registration form to

[**brent.works@brent.gov.uk**](mailto:brent.works@brent.gov.uk)or alternatively, apply on

[**www.brent.gov.uk/brentworksjobs**](http://www.brent.gov.uk/brentworksjobs)