



BE PART OF OUR TEAM

epm: technology group
ENGINEERING MOMENTUM

Accounts assistant – Full time

Epm are looking for an accounts assistant to assist in our very busy accounts office.

Daily

- Daily sales flash. Reporting on the sales for the month to date against budget
- Sales ledger
- Purchase Ledger
- Bank payments

Weekly

- Clock cards including:
- Monitoring of Holidays
- Monitoring of sick

Month end tasks

- Work in progress (WIP) including valuation of the WIP
- Bank reconciliations
- Control account reconciliations
- KPI reporting

Other monthly tasks

- Proof of export.
- Credit card
- Processing of employee expenses

Any other ad hoc work.