



The Entryphone Company Ltd

23 Granville Road, London SW18 5SD

Tel 020 8870 8635 Fax 020 8874 0066

Vacancy

Accounts / Data Entry Clerk / Office Administrator

The Company

We are a family run business based in Wandsworth specialising in the manufacture and installation of door entry systems and other associated equipment. We have been trading since 1958 and have a reputation for excellent quality and service.

The position

The successful candidate will be working in a small friendly office and will be closely associated with all aspects of the company but, in particular:

Invoice Processing: Receive, review and process data from customers, suppliers, engineers and other staff. Verify the accuracy of invoices, ensuring proper coding and approval.

Data Entry: Enter invoice details into the accounting system with precision and timeliness. Maintain and update the invoice ledger on a regular basis.

Communication: Communicate with customers regarding any discrepancies or missing information on invoices. Respond to customer enquiries in a professional manner. Some debt chasing is required. Answering the phone when covering absences.

Payment Processing: Prepare and process payment batches for approved invoices. Ensure that payments are made in accordance with established policies and terms.

Recordkeeping: Maintain organized and up-to-date electronic and physical records of invoices and related documentation. Assist in the preparation of financial reports as needed.

Qualifications / Experience:

- Previous experience with an accounting package is desirable (we use Xero)
- Strong numerical skills.
- Excellent attention to detail and accuracy.
- Effective communication skills, both written and verbal.
- Understanding of basic accounting principles and practices.

Conditions

- Hours 16 hours a week; maybe more if desired.
- Holidays Accumulated at 13% of hours worked.
- Pay Depending on experience and aptitude.