

Purchase Ledger Accounts Assistant, Stirling



Maternity cover – up to 1 year (commencing mid-July).

Tilhill Forestry is seeking to recruit an Accounts Assistant to support the Finance team based at our Head Office in Stirling.

You will have a solid grasp of Purchase Ledger and will provide an effective accounts/administration service. Your duties will include mainly purchase ledger invoicing, payment runs, resolving invoice queries and processing banking transactions, in addition to other general administration duties.

You should have a sound understanding of office administration, good organisation and communication skills and the ability to work to tight deadlines. Good IT skills are essential for this position, along with a practical working knowledge of Microsoft Office.

We offer an attractive salary and benefits package.

To apply, email your CV and Cover letter to careers@tilhill.com clearly stating the position you are applying for. Interviews will be held on either 28th or 29th June 2017.

Closing date: Wednesday 21st June 2017.

www.tilhill.com

Tilhill Forestry is an Equal Opportunities Employer