

NAPIT

ACCOUNTS ASSISTANT

Department:	Finance
Title:	Accounts Assistant
Responsible to:	Group Management Accountant
Location:	NAPIT Head Office, Mansfield
Salary:	£21,173.00 per annum

WORKING AT NAPIT:

Formed as a Trade Association in 1992, NAPIT has grown significantly since then, but the Trade Association values of Superior Customer Service, Integrity, Teamwork, Compliance, Innovation, and commitment to employees, remain at the heart of the NAPIT Group.

NAPIT maintain a friendly, common-sense approach to competence with a continued focus on raising standards and safety within the building services sector. It's our culture that has enabled us to grow significantly since the organisation was founded. Based in Pleasley Vale's historic stone mills it is a truly unique environment to work in. Historic meets modern with NAPIT's training facilities also based in the mills, with their Centre of Excellence for Low Carbon Technologies, focusing on training tradespeople on technology of the future.

Join the NAPIT team on this exciting, continued period of growth, and help build further success for the future.

THE ROLE:

NAPIT are looking for a well-rounded individual who will thrive in a varied role. The position will support the accounts team with the daily administration requirements of finance office.

KEY RESPONSIBILITIES:

- Set up Direct Debit mandates
- Raise customer invoices
- Take Incoming calls
- Incoming email requests
- Credit control
- Purchase order generation
- Purchase invoice processing
- Other adhoc work

NAPIT

WHO ARE WE LOOKING FOR?

- Professional, articulate, and confident with outstanding communication skills
- Self-motivated
- Must be proficient in using a variety of software's and able to evidence this experience
- A positive can-do attitude and someone who wants to really get stuck in
- Be able to make decisions and prioritise workload, working to tight deadlines.

BENEFITS & PACKAGE

- 25 days p/a + statutory holidays
- Length of service up to 5 additional annual leave days
- Contributory pension
- Company sick pay policy
- Free onsite parking
- Company health scheme, covering eye care, dental, physiotherapy and mental health assistance long with many more benefits
- Companywide social events
- Discount cards via perks scheme
- Discount at major DIY store

Covering letter and CV to sarah.lowe@napit.org.uk