



Job Description: Accounts Assistant

Tollring is a market leading software developer providing data visualisation and business intelligence tools that help manage, understand and control a wide array of communications information, resources and assets.

With offices in the UK, the USA, India and Australia, Tollring specialises in business communications analytics, call recording solutions, telecoms expense management and fraud management systems. Our innovative solutions are developed in-house and distributed via an extensive channel partner network to over 17,000 businesses globally.

The company is growing year-on-year and is currently at a very exciting stage of development. Tollring values its staff, offering career development opportunities to those that are successful.

Job Responsibilities

Sales Ledger

- Raising all invoices from POs and monthly billing feeds.
- Updating the CRM when invoices raised and paid by customers.
- Assisting with Credit Control and monthly statements.

Purchase Ledger

- Processing invoices and preparing payment runs.
- Recording and reconciling credit card statements.

General duties

- Processing and balancing petty cash receipts.
- Banking.
- Filing.
- Archiving and shredding.
- Any ad-hoc duties from the Finance Manager.

Requirements of the role

- Previous experience in a similar Finance role.
- Excellent organisational skills and good attention to detail.
- Ability to work to deadlines.
- Experience using Microsoft office especially Excel.
- Knowledge of Quickbooks would be advantageous but not essential.
- Team player with good communication and time management skills.

Additional information

- Part-time 20 hours per week.



- 20 days holiday increasing every year up to a maximum of 25 days (pro-rated).
- Company pension scheme.

How to Apply

Please send a covering letter, together with your CV, to marketing@tollring.com.

The closing date is 18th March 2019.