



Accounts Assistant & Office Administrator

Pip Organic, the healthy organic food & drink company, are on a mission to make family life that little bit tastier, healthier & more pip-top! We are on the lookout for a 'piptastic' candidate to join our finance team. The role is suited to a confident, motivated and enthusiastic self-starter who loves working as part of a team and but is equally happy to work independently. The role includes:

Finance Role:

Primarily responsible for data input into our Sage 50 accounts software on the Sales ledger, Purchase ledger and Bank Modules. Typical daily activities:

- Organising customer invoicing
- Credit control chasing overdue debts
- Sending out month end statements
- Organising purchase invoices and entering into accounting system
- Reconciling credit cards and office expenses
- Input of transactions from the bank statement
- Managing the accounts email inbox and other forms of communication with our customers and suppliers, dealing with queries, actioning and/or forwarding as appropriate and capturing all relevant information

The role will evolve as we, and your finance experience grows and so could lead to opportunities to develop your career with us.

Office & Support Role:

- General office management
- Supporting Sales & Marketing team
- Answering the phone
- Customer service support

Skills & Experience required

- Accounting experience, particularly in data input and the use of Sage, would be an advantage
- Excellent organisational skills with the ability to prioritise workload
- IT Skills- Word, Excel etc
- Good communication skills and prior experience of dealing with customers
- Ability to work independently and as a member of a team
- Polite and friendly

- Positive “Can do” flexible attitude

The role is based on working full time based in Putney, South West London with the indicative hours being 8.30am to 5.30pm with a 60-minute lunch break.

£21,000-25,000 per annum dependent on experience

No agencies or recruiters please.

Must be eligible to work in the UK.