

Role Description:-

Are you an Accounts Administrator looking for an opportunity to work within a highly successful, established and dynamic transport company enjoying solid economic growth and expansion?

Are you looking for a satisfying accounting challenge with a high degree of accuracy, organisation and self-motivation whilst working within a friendly team?

Maritime Cargo Services is now offering an exciting new role with the potential for further training and progression as the company expands.

Job Details:-

Working with the Accounting Team to share the following tasks on a daily / weekly basis:-

- Sales Ledger:- Calculating charges & raising Sales Invoices
- Purchase Ledger:- Verifying & processing Purchase Invoices
- Accruals:- Verifying & updating onto our costing databases
- Raising & Processing Daily, Weekly and Monthly Payments (including \$ / € & £)
- Assisting with queries for Sales & Purchase Ledgers
- General office administration tasks

We are looking for someone who would love to join a thriving business and to be part of Maritime Cargo Services' exciting future.

Ideal Skills:-

- Account's experience (SAGE etc.)
- Mathematical aptitude
- Accuracy & Organisational ability
- Thrive under pressure & enjoy meeting deadlines
- Sense of humour

What We Can Offer You:-

- **Quarterly bonus**
- **Pension**
- **Commitment & progression**
- **Great working environment & office space just off the A14**
- **On-site car-parking**

Application deadline: 20/08/2021

Job Types: Full-time, Permanent

Salary: £22,000.00-£28,500.00 per year

COVID-19 considerations:

Great office location, single, spacious premises.



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