

Job Title:	Accounts Assistant	Job Category:	Accounts
Location:	Middlesbrough Office	Period:	Permanent
Level/Salary Range:	Appropriate for experience	Position Type:	Full-Time / Part-Time
Will Train Applicant(s):	Training Provided	Environment:	Office Based
Supervisor:	Financial Director	Travel Required:	No
External Posting URL:	www.dkjones.com/careers		
Role Definition		Please Send Applications To:	
To perform accounting and book keeping activities relevant to the company while working towards professional accounting qualifications.		Chris Jones, DK Jones Ltd, 48 West Street, Middlesbrough, TS2 1LZ Or Careers@dkjones.com	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>We are interested in working with a motivated and passionate individual who wishes to gain recognised accounting qualifications with the local education centers, while gaining real experience within a small but busy accounting department. The role will involve learning & supporting of all aspects of company accounting including:</p> <ul style="list-style-type: none"> • Book keeping and ledgers • Working with other departments within the organisation • Bank and currency reconciliations • Data entry and analysis • Deal with customer and supplier accounts queries – by phone and e-mail <p>A successful candidate will need:</p> <ul style="list-style-type: none"> • Excellent attention to detail & high quality of work • Strong interpersonal and communication skills • Good organizational skills and the ability to handle multiple tasks <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Minimum grade C in Math's and English at GCSE level (or equivalent). Good standard of computer literacy including working with spreadsheets. Have, or willing to work towards AAT level qualifications.</p> <p>ADDITIONAL NOTES</p> <p>Further training (CIMA etc.) and managerial positions may be available to a candidate who excels.</p>			
About Us			
<p>D K Jones Ltd is a medium sized family owned and run business with nearly 35 years' experience supplying piping materials to the petrochemical industry from its extensive catalogue of over 17,000 stock lines. Dealing domestically and with over 50 countries around the World D K Jones Ltd has a global reputation for its nimble and reliable service.</p>			