

JOB VACANCY



trac

TRAINEE ACCOUNTS ASSISTANT TRAC INTERNATIONAL LTD

OVERVIEW

The Trainee Accounts Assistant is required to efficiently and accurately carry out a variety of duties primarily administration and processing as part of our purchase and sales ledger systems alongside other associated duties within the accounts team.

KEY FUNCTIONS – ACCOUNTS/ADMIN

- Purchase ledger - invoice checking
- Purchase ledger - input, update
- Sales invoices – arithmetical checks/posting & issue
- Sales invoices – backup collation
- Sales – Credit Card receipt processing
- Staff Credit Card Reconciliations & Posting
- Fuel card purchases checking/posting
- Personnel Board – posting and checking
- Assist with General procurement admin & negotiations

CORE VALUES/ HSEQ Responsibilities

- Core values – foster a strong HSEQ culture through personal commitment, example and behaviour in line with TRAC's objectives and core values of service, safety, quality, innovation.
- HSEQ systems – work within all system requirements as described in the HSEQ systems and Procedures, staff handbook, and as specified by customer requirements.
- Non-conformances – report any non-conformances and incidents to the HSEQ representative/ Line Manager as appropriate.
- Improvements – raise any suggested improvements initiatives where observed.
- Team working – communicate well and participate as part of the team, undertaking any additional tasks as directed to exceed our customers' expectations.

COMPETENCY REQUIREMENTS

Education

Basic numeracy/literacy e.g. Maths/English at National 5 or Standard Grade or equivalent.

Job Specific

Good understanding of some of the Microsoft Office applications.

EXPERIENCE

None required full training available

LINE MANAGER

Accounts Manager

JOB VACANCY

The logo for 'trac' is a black diamond shape with the word 'trac' written in a bold, yellow, lowercase sans-serif font inside it.

LINE REPORTS

n/a

LOCATION - This job is based in our Aberdeen Office, Thistle Road, Dyce.

ADDITIONAL DETAILS - The hours of work are Monday to Friday, 8.00am - 4.30pm.

APPLICATION - CV's and covering letter should be addressed to Linda Duncan, Accounts Manager and sent to Recruitment@trac.com