

ACCOUNTS TECHNICIAN (Sage 200 and Sage 50)

We currently have a vacancy for an **Accounts Technician** to assist with our Accounts Support Desk for our clients. The ideal candidate will have experience of using accounting systems together with excellent customer service. The successful candidate will be self-motivated, highly organised individual who is able to work in a team or on their own.

Responsible for:

- Resolving support issues and answering queries raised by clients via phone and email
- Ensuring clients are regularly updated on progress of resolution of issues raised
- Managing Support and Service Contract renewals
- Maintaining internal systems.
- Deliver exceptional customer service using excellent communication and interpersonal skills

Technical Skills

- Knowledge of common desktop applications such as Office (word and excel)
- Processing and maintaining, payroll, sales ledger invoicing, credit control, purchase ledger experience an advantage

Other Skills

- Ability to Multitask
- Strong problem-solving skills
- Time Management
- Sage 50 or 200 experience an advantage, however training will be given

Starting Salary depending upon experience and qualifications.

Highly qualified Candidates salary by negotiation

Entry level £18k - £22k depending on experience and qualifications

Job Type: Full-time

To apply for this role, please send your CV to jobs@alphalogix.co.uk