

<b>JOB TITLE</b>	Accounts Assistant/ Credit Controller	<b>PRIMARY LOCATION</b>	Inverness
<b>DEPARTMENT</b>	Finance	<b>HOURS OF WORK</b>	Negotiable
<b>SALARY</b>	Dependent on Experience	<b>CONTRACT TYPE</b>	Part Time

## HIGHNET

*We provide a wide range of innovative and progressive telecommunications solutions, products and services to business across the UK through our dedicated Channel Partners. We are an Internet Service Provider and built our own ISP network - Scotland's first business-only next generation IP network.*

*We are accredited with both Investors in People and Investors in Young People and have a strong commitment to staff training and development.*

*Our staff take great pride in ensuring that every client gets a best in class experience; this makes our customer retention one of the highest in the telecoms industry. Each team has specialist skills ensuring that we remain experts in our field and drive long-term business relationships.*

## JOB DESCRIPTION

### RESPONSIBILITY

In this role you will be reporting to the Finance Controller. Your duties will involve various aspects of both the purchase and sales ledger functions.

### MAIN DUTIES\*

1. Bank reconciliations
2. Credit card reconciliations
3. Credit control
4. Invoice processing
5. Ensuring purchase invoices agree to be purchase orders
6. Assisting with revenue assurance
7. Systems testing
8. Direct Debit collections
9. Leasing deal administration.
10. General admin duties

### ADDITIONAL DUTIES\*

1. Assisting Finance Controller with year-end audit file
2. Performing ad-hoc administration duties
3. Day to day answering emails/mail and phone queries

*\*This list is not exhaustive, and all personnel may be required to perform duties out with their normal responsibilities from time to time*

REQUIRED SKILLS	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>• Excel experience</li> </ul>	<ul style="list-style-type: none"> <li>• Education in Accounting, Finance or similar</li> </ul>
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous credit control experience</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting background</li> <li>• Experience with Sage accounting packages</li> </ul>
<b>SPECIAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Strong data entry skills and attention to detail</li> </ul>	

The successful candidate will have the passion and determination to deliver a best in class service to all customers. They will be a strong team player with innovative thinking but will be equally comfortable taking ownership of their tasks and working under their own initiative.

To apply for this position please email your CV to [recruitment@highnet.com](mailto:recruitment@highnet.com)