

Accounts Assistant **Transition Extreme**

Links Road
Aberdeen

Transition Extreme is an award winning third sector organisation providing vital services to the Youth sector in Aberdeen. It is also home to three Olympic Sports, (Skateboarding, BMX and Climbing) and is the hub of adrenaline adventures in the North East. Due to onwards and upwards progression, we are looking for an experienced Accounts Assistant to join our team.

The Role:

To ensure the smooth running of the accounts function, providing support for the Finance Manager in all financial administration tasks and duties. A varied role due to the nature of our organisation you will be required to assist with

- Accounts Reconciliations (Bank, Merchant, Credit Card)
- Accounts Payable/Receivable
- Banking and Cash Handling
- Performance Reporting

The Person:

You must be able to Project a positive, energetic, can-do attitude and demeanour that facilitates a pleasant work environment and fosters superior relationships with staff and customers. Demonstrable experience in accounts management is important along with strong IT skills, including Sage and Microsoft Office. Excellent communication skills, both verbal and written, with strong attention to detail are vital.

Experience in extreme sports is not essential. A desire to help achieve our community goals and help make a real difference are!

The Details

Salary dependant on Experience.

Use of the Facilities

Flexible hours