

**WE ARE
INVISIBLE.**

YOU ARE NOT!

FUCHS is the world's largest independent supplier of innovative lubrication solutions, covering almost every industry and application. Our products and solutions keep the world moving even though they are not always visible. What matters is that each of our over 7500 employees in over 70 countries is visible – their entrepreneurial spirit, ideas, and skills are the foundation of our global business. Come be seen at FUCHS by joining us as:

Accounts Assistant

Location: Hanley, Stoke-On-Trent

Hours of Work: 09:00 – 17:00 Monday - Friday (35 hours per week)

Your areas of responsibility:

- Processing purchase invoices, ensuring accurate coding, approval and timely posting to the accounting system.
- Managing supplier accounts, including statement reconciliations and resolving invoice queries.
- Preparing and processing payments runs in line with agreed schedules
- Raising sales invoices and assisting with credit control activities, including monitoring outstanding debts.
- Posting bank transactions and performing regular bank reconciliations
- Assisting with month-end procedures, including accruals, prepayments, and balance sheet reconciliations.
- Maintaining accurate and well organised financial records in line with company policies
- Supporting internal and external audits by providing documentations and explanations as required
- Providing ad-hoc finance and administrative support to the wider team.

What we are looking for:

- The ideal candidate should have strong numerical and analytic skills. High attention to details and accuracy, a good working knowledge of Microsoft Excel. The ability to manage their workload and meet deadlines. Experience using account software (SAP), with a sound understanding of basic accounting principles.

Qualifications

- GCSEs (or equivalent) including Math's and English
- AAT qualification (or studying towards) - Desirable
- Relevant finance or accounting qualification – Desirable

These are your benefits:

- Competitive Salary + Annual Bonus
- Holiday Entitlement above Statutory
- Pension Scheme
- Employee Assistance Programme
- Discounted Private Medical Cover

Come be seen at FUCHS – join our team and move the world with us!
<https://www.fuchs.com/uk/en/careers/jobs-at-fuchs/vacancies/>

MOVING YOUR WORLD

