



## Job Description

### Accounts Assistant

Ref:175 - 29

#### Overview

The Dash Group, based in Redruth, provides a diverse range of services to businesses and consumers. Dash Logistic Services offers distribution, fulfilment, vehicle hire, vehicle sales and self-storage throughout the South West and beyond, Dash Convenience Stores serve local communities in Cornwall and DWN supplies maps and other fast moving goods to retailers and consumers across the UK.

We are looking to recruit an Accounts Assistant to play a key role in a busy environment providing a prompt and professional service to both internal and external customers.

#### Main Duties & Responsibilities

- Maintaining all purchase & sales ledgers
- Set up and maintenance of customer accounts
- Communicating with suppliers and customers via the telephone and email
- Credit control
- Banking; duties to include electronic banking and reconciliations
- Processing invoices and payments
- Resolving disputed invoice queries
- Supplier statement checks
- General office duties to include filing and data entry

#### Personal Specification

##### Essential

- Minimum of 2 years accounts experience using accounting software, filing and related duties within a busy office environment
- AAT Qualification (or working towards) and or significant experience of using accounting software on a daily basis for book keeping etc.
- Strong IT skills, especially Microsoft Office
- Organised with excellent attention to detail
- Ability to work under pressure and multitask
- Good communication skills
- Ability to work both with others and under own initiative without direct supervision
- Knowledge of group accounting would be desirable.

#### Further Information

Reporting to: Management Accountant

Based: Redruth Site (TR15 3RQ)

*Email contact@thedashgroup.co.uk Telephone 01209 313130 Website www.thedashgroup.co.uk*



Hours of Work: Mon – Friday 30- 40 hours Per week.  
Salary: £17,680 – £19,000 pro rata, dependent on experience.  
Holiday Entitlement: 5.6 weeks per year (including Bank Holidays).  
Start Date: Immediate

**Applications**

In writing only with a covering letter, including salary details and CV, to [jobs@thedashgroup.co.uk](mailto:jobs@thedashgroup.co.uk) .

Please quote the reference number on your application.

**Please note that we cannot accept applications without a covering letter.**

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*Email* [contact@thedashgroup.co.uk](mailto:contact@thedashgroup.co.uk) *Telephone* 01209 313130 *Website* [www.thedashgroup.co.uk](http://www.thedashgroup.co.uk)



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