



Junior Accounts Assistant

About ION Science Ltd:

ION Science has over 34 years of industry experience designing, manufacturing, and supplying PID gas sensors, gas detection instruments and leak detectors for a wide range of industries and applications. We are an unrivalled worldwide Gas and Leak detection Company, with a Team of workers who strive to deliver exceptional product quality and customer satisfaction.

In 2022 ION Science were awarded the Queen's award for Enterprise for MiniPID Sensors. This is a fantastic opportunity to join our growing Team and be part of a well-recognised brand associated with quality.

MAIN PURPOSE OF JOB:

This role will be working in the Finance Division reporting to the Finance Director. The person will ensure all accounts administration duties are carried out accurately and within agreed time scales. The main areas of focus will be accounts payable and allocating cash transactions.

JOB ROLE:

- Process supplier invoices on SAP, and liaise with budget holders to gain authorisation of invoices prior to payment.
- Assist with supplier queries and review of supplier statements.
- Allocate cash receipts and cash payments within SAP.
- Process sales invoices in SAP and send dispatch documents to customers.
- Prepare payments using the online banking system.
- Collate information for, and assist with, the year end audit.
- Carry out any other duties as requested.

SKILLS/EXPERIENCE:

- Previous administration experience required.
- Ideally, previous experience working within a finance function with exposure to supplier invoices.

QUALITIES:

- Communication skills (both written and verbal)
- Excellent organisational skills, ability to work under pressure and to multitask
- Good attention to detail



BENEFITS:

- 25 days annual leave + Bank Holidays (annual holiday increasing with service)
- Excellent employer pension contributions of 8% after probation
- Life Assurance of 4% of pensionable salary
- Discretionary Annual Bonus
- Long term service awards
- Monthly lunch & drinks laid on by the company
- Sick Pay
- Christmas getaways
- On-site parking
- Private Medical with AXA
- Bike Purchase Scheme
- Car share scheme
- Early finish on Fridays

WORKING PATTERN:

- Monday to Thursday: 08:30 – 17:00, Friday: 08:30 –15:45
- Immediate start available
- Full time – Permanent position. Part time – will be considered.

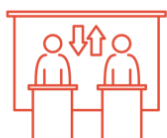
LOCATION:

This role is based at the ION Science head office, located in Fowlmere, 10 miles south of Cambridge. The role is required for you to be on site.

Our Core Values:



Fun



**Embrace
change**



Respectful



Responsive



**Challenge the
status QUO**



Committed

See what our employees have to say about working at ION: <https://ionscience.com/en/careers/>