

## **Accounts Assistant / Trainee**

NRI Civils are currently recruiting for an accounts assistant / trainee to join our fun and vibrant hardworking team on a permanent basis.

This is an excellent opportunity for a candidate who is looking to get involved in an office environment, whom is keen to learn and become a valuable asset within our Accounts Department.

### **About NRI**

NRI Civils was formed in 2012, and is involved in the constructing of major Civil Engineering works (Roads and Sewers) and private Groundworks (Foundations, Concrete Floors etc.) for national house builders such as Persimmon Homes, TaylorWimpey, Morris Homes and Orbit Homes and has an annual turnover of circa £13million.

Our management team is based in our Head Office (Great Oakley, Northants) and we are split into four departments.....Construction / Commercial / Buying / Accounts. The whole team benefits from a friendly but cohesive working environment, and our main strengths are being forward thinking by taking a proactive stance on day to day activities which can improve our efficiency and working environment.

Our main objective is to form a 'Partnership' with our clients and suppliers, to continue to provide a personal and professional service.

### **Responsibilities / Duties;**

- Receptionist Duties
  - Answering the phone / front door
  - Greeting Guest
  - General Office Duties
- Accounts Assistant Duties
  - Receiving invoices and checking against purchase orders / delivery tickets
  - General Filing
  - Assisting senior members of the accounts department with any activities as required

### **Candidate Attributes**

- Polite and professional manor
- Hard working
- Williness to learn
- Experience with Microsoft Office and general computer literacy
- AAT qualification not required, however would be a valuable attribute at any level. Training would be made available for the right candidate to achieve AAT qualification.

### **Working Hours**

- Monday to Friday 8am – 5pm
- Lunch hour 12.30pm to 1.30pm

### **Salary**

- Up to £15,000

### **Reporting To**

- The Accounts Manager

### **Applicants Please Email CV to:**

- [enquiries@nricivils.co.uk](mailto:enquiries@nricivils.co.uk)