

Job Title	Accounts Assistant
Company / Location	Speke, Liverpool
Salary Range:	£20,000 - £22,000 per annum. (Depending on experience).
Website	www.pasharecycling.co.uk

History

Founded by Mr and Mrs Pasha in 1992, Pashas Recycling came about because two people had a vision and the drive to succeed. Though they started off in a humble 1,500 square foot unit with a bailing machine in the back and a gleam in their eyes, Mr and Mrs Pasha were eager to move up in the recycling world.

The Pashas ultimately wanted to revolutionise recycling: By offering complete waste management solutions, they made it easier than ever to responsibly dispose of waste and help keep the planet a (fairly) clean and tidy place to be.

As the business grew, so did the premises; Pashas later acquired a larger 6,000 square foot unit and consolidated the business, acquiring new clients and improving relations with older customers. Later, Omar and Haroon Pasha joined the family business after finishing their education, bringing academic smarts to their parent's burgeoning business.

With the extra hands-on deck, expansion efforts began in earnest and the Pashas then acquired a 30,000 square foot unit (a whole acre to recycle in peace) and forklift trucks to go with it. In time, annual sales hit the £500,000 mark, so Pashas recycling then installed an automatic bailer in 2013.

As the sales and equipment increased, so did the forklift fleet, rising to a total of 5 trucks as Pashas Recycling rose to annual sales of £10,000,000! Throughout all of this, Pashas have managed to expand organically, building up repeat customers and a reputation for honesty and transparency throughout.

Vision

Day by day, we are making the world a cleaner, happier place. By encouraging more businesses to recycle their waste – rather than send it to landfill – we are helping to create a world in which all waste can be reused or recycled.

We dream of a world where there are no more soiled nappies in landfills, no more dejected crisp packets blowing in the wind and no more listless carrier bags floating in the ocean.

Job Details

Job title	Accounts Assistant		
		Salary	£20,000 - £22,000
Department	Accounting and Finance	Location	Speke, Liverpool
Reporting to	Commercial Director – James Dunne		

Pasha Recycling is in need of a versatile Accounting Assistant to join our team in Liverpool. The ideal candidate will handle both accounts payable and receivable duties, maintaining accurate financial records and ensuring the smooth financial operations of our company.

Key Responsibilities:

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day-to-day financial transactions, including verifying, classifying, and recording accounts receivable data
- Prepare bills and invoices
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify discrepancies by and resolve clients' billing issues
- Facilitate swift payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status

Requirements:

- Proven working experience as an Accounting Assistant, Accounts Payable Clerk, or Accounts Receivable Clerk
- Solid understanding of basic bookkeeping and accounting principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software (QuickBooks and Cie Trade Waste Management System preferred)
- Proficiency in English and in MS Office
- High degree of accuracy and attention to detail
- Excellent organizational and time-management skills
- Experience within the recycling and waste management sector is a benefit but not required

Skills:

- Multi-tasking capability
- Great telephone manner
- Strong communication and reporting skills
- Fast-paced environment adaptability

Job Details

Hours of Work: 09:00 – 17:30 Office based