

Job title	Accounts Assistant - AP/AR	Reporting to	PT Account Manager
Location	PT CASCO Pet	Position type	Full-time
The Company			
<p>For over 25 years, CASCO Pet has been at the forefront of a dynamic evolution in pet wellness. More than just an industry participant, we are a leader, consistently pushing boundaries and setting benchmarks for excellence in the Pet Retail and Veterinary industries. At the heart of our ethos lies the belief that innovation is not just a process but a philosophy.</p> <p>Our mission, "Innovating Pet Wellness", is not a mere statement. It encapsulates our relentless drive to innovate and create ground-breaking solutions. Our vision extends beyond any sole product; it's about the transformative change we seek to bring to the entire pet and vet care landscape.</p> <p>We are not just here to be part of the industry; we are here to redefine it. Join us on our journey to reshape the world of pet wellness.</p> <p>CASCO Pet's Head Office is based in the UK, with offices across Europe, USA, and Australia.</p>			
Job Description			
<p>We are seeking an Accounts Assistant to assist and provide support to the Accounts department in PT. The individual will need to be able to meet deadlines with minimum supervision.</p> <p>This a fantastic opportunity to be part of a growing global finance team and the opportunity to develop both yours and the company's finance expertise. We are going through an exciting time; great opportunities are on the horizon and the company is growing at a fast pace in line with the industry as a whole. We are offering a competitive salary package, based on experience and skills.</p>			
Key accountabilities - main areas of responsibility			
<p>Accounts payable:</p> <ul style="list-style-type: none"> • Enter supplier invoices using correct coding, liaising with the Finance Controller • Point of contact for AP related queries • Match invoices with P.O and receipt • Liaise with Purchasing Administrator regarding any queries in PO/Quantities and prices • Obtain approval for non-PO supplier invoices • Enter intercompany invoices and complete Intercompany reconciliations • Credit card processing • Review of supplier invoices in dispute and resolve any queries • Process weekly payment runs in bank and ERP system • Enter and reconcile all Direct Debits 			<p>% Time Required</p> <p>100%</p>

- Monthly Suppliers reconciliation
- Month End processes including bank reconciliations
- Reconciling Accounts Payable Ledger ensuring no anomalies are on the ledger
- Set up new suppliers

Accounts receivable:

- Raise Sales Orders
- Create pro-forma invoices
- Raise Sales invoices and credit notes
- Reconciliation of customer accounts
- Process customer payments
- Updates to deposit and payment logs
- Credit control (Inc credit checks when required)
- Reduce and prevent the culmination of customer debt
- Resolve customer account queries
- Enter intercompany invoices and complete Intercompany reconciliations
- Set up new customers

Other

- Dealing with audit requests
- Assist with any process improvements or projects

Contacts - External

- Customers
- Suppliers
- Auditors
- Contractors

Contacts - Internal

- All departments across CASCO Pet Entities in Portugal, USA, Germany and the UK

Required Qualifications/Experience

- At least two years' experience in a similar role
- Knowledge of Sage package and/or ERP system or similar software

Required Skills

- Confident working in a fast paced, global environment
- Excellent interpersonal and communication skills
- Knowledge of Excel
- Excellent attention to detail
- Able to meet deadlines
- Good IT skills (SAGE X3 experience would be an advantage)