



PROVIDING PEACE OF MIND
Since 1982

JOB DESCRIPTION

Sales Ledger/Accounts Assistant

COMPETITIVE SALARY D.O.E. | FULL TIME | PERMANENT
37.5 HOURS | MONDAY TO FRIDAY

ABOUT US

CIA Fire & Security Ltd is a leading security business based in Cirencester, Gloucestershire.

Our systems can be seen all over the United Kingdom and parts of Europe. We pride ourselves on installing and maintaining bespoke security and fire protection solutions utilising the latest proven technology.

Since 1982, CIA has evolved from a one-man operation into a successful company with over 80 members of staff. We have developed a strong reputation for providing a fantastic level of service, reliability and uncompromising expertise. This reputation has been earned by recommendations from satisfied customers, local authorities and business providers.

CIA has been successful in delivering a wide range of amenities to clients, supported by a reliable and dedicated 24-hour service team. In extending the operational areas, customer service has been maintained, with particular focus paid to fulfilling client requirements and expectations.

CIA is proud to be BAFE SP101 and SP203-1 registered, and NSI Gold accredited for both security and fire alarm systems. CIA is certified by ISO 9001:2015, which highlights our commitment to excellence, and SafeContractor accredited, so our customers know we are working safely and to the highest standard. We are on the approved register of installers for over 35 different constabularies within the UK and Ireland.

ROLE OVERVIEW

An exciting opportunity for an experienced Accounts Assistant to join one of the UK's leading Fire & Security Protection Companies. Successful candidates would require a history of working within an accounts-based role. The main requirements of the role will be focused on Sales Ledger, so customer-focused, alongside other accounts team duties with full training being given.

MAIN DUTIES

- Customer contract renewal invoicing (via a system extraction)
- Customer installation invoicing (manually generated dependant on quotations)
- Setting up charges for customers from installation specs and amending existing contract charges
- Daily small works invoicing (via a system extraction)
- Raising credit notes
- Phone/email accounts-related queries
- Setting up customers on Direct Debit when required
- Processing purchase invoices for a couple of suppliers

AD-HOC COVER DUTIES

- Posting customer & supplier payments when required
- Processing staff expenses when required
- Checking supplier statements when required
- Credit control when required
- Direct Debit extraction of payment when required

SKILLS REQUIRED

- Excel & Sage Line 50 Online (*Preferred*)
- CASH 2021 system experience (*Helpful*)

This is a permanent position based at our head office location in Cirencester, Gloucestershire, that would suit an organised individual, with excellent communication and customer service skills, who has the ability to work well on their own and within a team.

Hours: 9am - 5pm, Monday to Friday - 37.5 hours per week

CIA Fire & Security Ltd offering a stable, welcoming, and professional working environment with career progression opportunity for committed and proactive candidates.

READY TO APPLY?

Send your most recent up-to-date CV and supporting Cover Letter outlining your relevant skills and qualifications to info@ciafireandsecurity.co.uk