

WE WANT YOU!

reays

JOIN OUR AWARD WINNING TEAM!

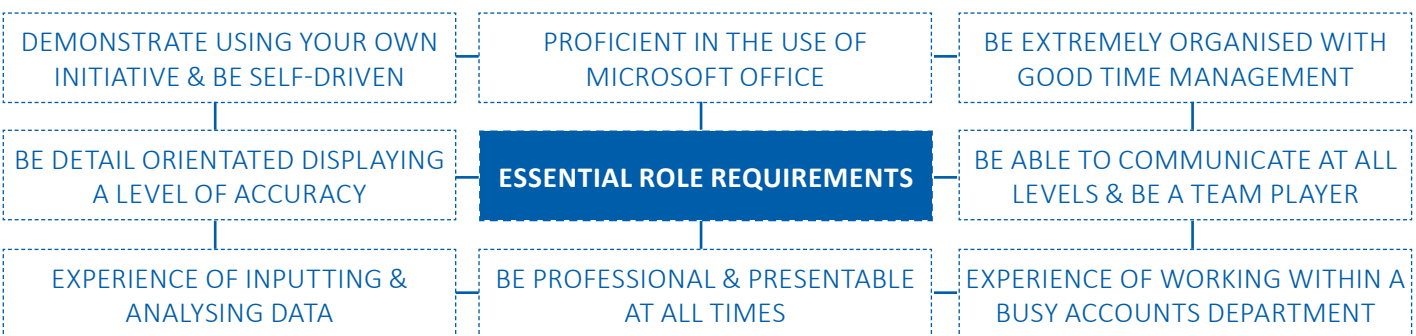
BE POSITIVE, BE BRILLIANT, BE PART OF IT

Reays Coaches is Cumbria's largest, award-winning, family run coach operator.

Our expertise, experience and quality of coaches is unrivalled throughout the country, but we're much more than that and we wouldn't be able to do what we do without our people.



Due to continued expansion and growth we have an exciting opportunity for an 'Accounts Assistant' to join #TeamReays



Key responsibilities

- To provide administrative support to the Accounts Department.
- Input data using programmes including Microsoft Office, Sage and other bespoke software systems.
- Analyse financial data against departmental budgets.
- Dealing with debtors and creditors queries.
- Collection of direct debits.
- Produce monthly contract invoices.
- Process driver expenses on a weekly basis.
- Complete daily banking and cash handling duties.
- Complete purchase order requests.

Other information

You will work to the values of the organisation and display high standards of professionalism, presentation and integrity at all times.

Working hours: Part time / flexible

Salary: Dependent on skills and experience.

Location: Wigton

Luxury Coach Holidays | City Hopper | Coach and Mini Coach Hire | Corporate Business Travel

Reays Coaches Limited | Head Office | Strawberry Fields, Syke Park, Wigton, Cumbria CA7 9NE
Depots at Egremont | Penrith | Workington Tel: +44 16973 49999 www.reays.co.uk

#TeamReays