

Accounts Administrator

Salary Range: £22,500 to £25,000 (FTE)

Location: Harrietsham, Kent

Part Time Opportunity

This is a part-time role with a preferred working schedule of 30 hours per week within standard office hours (8:30 AM to 5:00 PM). However, there is some flexibility to consider slightly fewer hours for the right candidate. Once settled into the role, there will be an opportunity for hybrid working, with the arrangement tailored to align with the agreed hours. As a guide, full-time staff have the equivalent of up to two days per week working from home.

Interviews

The job advert closes on **5th February 2025**, with 1st stage telephone interviews during the week commencing **10th February 2025** and 2nd stage face-to-face interviews during the week commencing **17th February 2025**.

The Story:

Established in 1976, Bedfont is an award-winning medical technology company based in Harrietsham, Kent. Its breath analysis medical devices are exported globally thanks to its network of carefully selected distributors.

The Challenge:

Healthcare is evolving and the market for breath analysis monitors is expanding. Bedfont are looking for hard-working, like-minded, and passionate individuals to join the Bedfont Family to help achieve its goal of innovating healthcare worldwide.

The Benefits:

- 25 days paid holiday plus bank holidays
- Private medical insurance
- Subsidised health checks
- Annual optical allowance
- Pension scheme
- Bonus scheme
- Hybrid working
- Employee Assistance Programme (EAP)
- Rewards app
- Referral bonus
- Charity days
- Home office setup allowance
- Social events
- Well-being warriors
- Well-being garden and room
- Cycle to work scheme
- Employee awards
- Free on-site parking
- Training & development opportunities
- Free uniform
- Subsidised Celler8 device
- Subsidised kids club
- Time in service annual leave bonus
- Enhanced Maternity and Paternity Pay

Your Mission:

The Accounts Administrator plays a key role in supporting the day-to-day financial operations within the accounts team. This role involves processing financial transactions with accuracy, maintaining records, and assisting with a variety of accounting and administrative tasks. The Accounts Administrator will have strong organisational skills, attention to detail, and the ability to thrive in a busy office environment.

Roles and Responsibilities:

Accounts Payable and Receivable

- Create and set up new sales accounts in the accounting software.
- Issue accounts receivable invoices from the accounting software.
- Perform monthly UK credit control for overdue accounts.

Bedfont® Scientific Ltd.

Station Yard, Station Road, Harrietsham, Kent, ME17 1JA, England. Tel: +44(0)1622 851122 Fax: +44(0)1622 854860 Email: ask@bedfont.com

Accounts Administrator

Salary Range: £22,500 to £25,000 (FTE)

Location: Harrietsham, Kent

- Set up new purchase ledger accounts in the system.
- Match delivery notes to purchase ledger invoices accurately.
- Process overhead invoices in the accounting software.
- Reconcile supplier statements to ensure accuracy.
- Generate and print stock figures as needed.
- Organise and maintain sales invoice filing.

Data Entry and Record Keeping

- Accurately input financial data into the accounting software.

Financial Reporting

- Analyse and post nominal charge codes accurately.
- Maintain and update the R&D report.
- Manage and maintain nominal analysis records.
- Generate reports on carriage costs.

Administrative Support

- Perform general office administrative tasks, including filing and managing emails in shared inbox.
- Assist the accounts team in ad hoc projects and audits.

In addition, employees may be required to undertake other duties as may reasonably be required of them. In these circumstances training will be given where it is considered.

The role holder must understand and adhere to financial regulations and legislation at all times and treat all financial information regarding the company's activities as strictly confidential.

Qualifications:

Experience: 1-3 years in an administration and support role.

Certification: not required, full training will be given.

Preferred skills:

- Proficient in computer systems and Excel.
- Strong telephone and communication skills.
- Eager to learn new skills and improve procedures.
- Thrives in a dynamic environment with exceptional attention to detail.

Bedfont[®] Scientific Ltd. does not and will not discriminate in the recruitment or managing of staff on the basis of race, colour, religion, gender, age, disability, marital status, sexual orientation and more. We are an equal opportunity employer and Bedfont[®] regards every employee as a member of the Bedfont[®] family and is committed to providing a fair, safe, diverse and welcoming atmosphere. Our application process has been designed so that everyone is able to demonstrate their skills and how they meet the criteria required for the job advertised. All successful candidates will be subject to a digital ID and DBS check. If you are interested in applying for this role, please visit <https://www.bedfont.com/careers> to apply.

Bedfont[®] Scientific Ltd.

Station Yard, Station Road, Harrietsham, Kent, ME17 1JA, England. Tel: +44(0)1622 851122 Fax: +44(0)1622 854860 Email: ask@bedfont.com