

## **Job description**

We have an exciting opportunity for an Accounts Apprentice to join a dynamic team within our thriving international business, based in Bangor.

The position will include a day release at college studying AAT through the apprenticeship framework.

### **Our Company**

International Safety Components (ISC) is a leading global provider of height safety equipment. We design and manufacture equipment for a variety of industries including Arborist, Rope Access, Rope Rescue, and Adventure Parks.

As an industry pioneer with origins dating back to 1966, ISC has a reputation for developing innovative safety solutions for workers at height. At our company headquarters in North Wales, our highly-skilled design and manufacturing team takes our innovative product ideas and transforms them from raw materials to finished products. We maintain rigorous product testing and quality assurance programs, and employ state of the art machinery operated by experienced technicians and operators to ensure our products are of the highest quality.

We design our products to solve real life issues with a focus on industrial and heavy use applications. Our goal is to make work safer and easier with products which exceed industry requirements. Our products are durable, reliable, and user-friendly- important qualities when your safety depends on it. Unique design features and close attention to detail makes our products a top choice among industry experts. Our goal is to have every end-user finish their day safe and sound.

Key elements to our success are our company values and culture. As a family-oriented, independent company, we care about people - from our employees, to our partners, to our customers. We treat working at height as a community- we don't just want to supply products, we want to engage with our end-users and meet their needs.

### **The Role**

Reporting to our Financial Controller, you will be joining a dynamic and hardworking team in a busy accounts department. Your duties will include, but not limited to:

- Processing supplier invoices.

- Processing supplier credit notes.
- Investigating invoice queries, and liaising with other departments and suppliers to resolve queries as necessary.
- Setting up new supplier accounts.
- Preparing supplier payment runs.
- Daily bank reconciliations for multiple bank accounts.
- Processing incoming payments for sales ledger.
- Sending out monthly customer statements.
- Requesting trade references and downloading credit reports for new customer credit account applications.
- Processing company card transactions on a monthly basis.
- Processing of employee expense claims.
- Assisting with Month End processing.
- Assisting with Year End processes.

### **The Package**

As the Accounts Apprentice, you'll be based at our office in Llandygai Industrial Estate, Bangor, working within a positive culture based on integrity, respect and accountability, and will benefit from:

- Permanent contract working 39 hours per week Monday to Friday, with 12.30 finish on Fridays.
- 32 days holiday, including Bank Holidays and Christmas shutdown, increasing with length of service
- Positive working culture based on integrity, respect, and accountability

### **Our Requirements - Accounts Apprentice**

- Driven to learn and develop.
- Enthusiastic and positive approach.
- Good computer skills
- Excellent communication and interpersonal skills.
- Ability to work in a fast-paced environment.

International Safety Components (ISC) is committed to an Equal Opportunity Policy which means we employ and promote individuals based on their merits, regardless of race, colour, religion, gender, national origin, age, disability, veteran status, pregnancy, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status, status with regards to public assistance or any other protected classification.

Job Type: Full-time

Benefits:

- Enhanced holiday package.
- Free parking

Schedule:

- Monday to Friday

Education:

- Maths GCSE grade C or above
- English GCSE grade C or above

Experience:

- Experience working in either an admin or accounts role.

Work Location: In person