



Accounts Administrator

We're a great business with great people – be part of it!

United Rental Group are looking for an Accounts Administrator to join our Finance Department. The role will report directly into the Assistant Finance Manager & will be a great opportunity for an individual to assist with all administration tasks within Finance focusing initially on Sales Ledger & Credit Control related administration.

About us

With 550 independent licensees operating across the UK, United are market leaders in vehicle leasing solutions. Acquiring and selling more than 20,000 vehicles per year for their licensees, URG also lease vehicles and offer a range of other products and services.

Following a successful year, delivering £20Mill operating profits across a broad group of licensees, United Rental Group are implementing several positive and strategic changes, which include investments in IT and a new ERP system.

About the role

This is an excellent opportunity to join a great team. No previous accounts experience required.

Credit Control Duties will include:

- Monitor the Credit Control Inbox, providing a prompt response to queries
- Processing the Daily Invoice Run / Monthly Penalty Charges
- Performing credit checks & credit limit increase requests
- Generating & sending customer Invoices, Statements & Remittances
- Managing Loss of Use claims, including raising the claims and proactively chasing for payment
- Liaising with Customers to obtain PO numbers
- Supporting the Credit Control Supervisor during the preparation of Direct Debits

Wider Finance Team Support may include:

- Processing of Sales and Purchase Invoices
- Other Ad Hoc & Administration duties as required



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About you / Skills Required

- Do you work well under pressure?
- Do you have unwavering attention to detail & a high-level of accuracy?
- Do you possess excellent IT Skills – Especially with excel & other Microsoft packages?
- Do you have exceptional organisational skills & the ability to work to tight deadlines?
- Are you able to work within a small team where cooperation & communication are key?
- Do you have a willingness to roll your sleeves up & get stuck in?
- Are you flexible and have a “can do” attitude?

What We Offer

- A competitive salary
- 22 days annual leave plus statutory
- Private Medical Insurance & BUPA Dental (after successful probation)
- Cycle to Work Scheme
- Free Onsite Parking
- Pension Enrolment

We work hard & we reward hard work! Our business recognises the importance of our colleagues spending time together away from the office. We have numerous events throughout the year to celebrate being part of a successful & lucrative business!

This role involves working a 40-hour week, Monday-Friday, usually between the hours of 8am-5pm though flexibility may be possible.

Please send a written expression of interest to Kerry Apps along with your CV and salary expectations to Kerry.Apps@URG.co.uk