



SPEYHAWK LTD

<https://www.constructionrecruitment.com/job/accounts-assistant-construction-jobs-south-east-london/>

Accounts Assistant

Description

Accounts Assistant – Construction – South East London

Salary: £32,000 – £38,000 depending on experience

A long-established construction business is looking to recruit an **Accounts Assistant** to join its finance team.

This is a varied role supporting the day-to-day finance function, with a particular focus on **sales ledger, invoicing, payment applications and credit control** within a construction environment.

The Role

Responsibilities will include:

- Processing applications for payment and invoices received from the Commercial team.
- Raising invoices following receipt of payment certificates.
- Managing the credit control mailbox and dealing with invoice queries.
- Recording payment application and certificate information.
- Allocating and posting payments received.
- Monitoring outstanding invoices and maintaining overdue accounts.
- Posting applications and receipts onto the finance system.
- Liaising with Quantity Surveyors and Commercial Managers regarding payment issues, shortfalls and overdue accounts.
- Attending credit control meetings and providing updates on outstanding accounts.
- Dealing with contractor queries relating to applications and invoices.
- Working with different client payment and credit terms.
- Processing and reconciling timesheets, cashbook transactions and credit card statements.

About You

The ideal candidate will have:

- Previous experience in an accounts or finance administration role.
- Experience within **construction, contracting or a related industry** would be advantageous.
- The ability to manage multiple tasks and meet deadlines.
- Good IT skills and experience using accounting/finance systems.

This is a great opportunity offering long term career prospects for an Accounts Assistant looking to develop their career within an established construction business, with exposure to commercial and financial processes across live construction projects.

Please apply below quoting the reference:- Accounts Assistant JP1062

Hiring organization

Speyhawk Ltd

Employment Type

Full-time

Industry

Construction

Job Location

SE12, Greater London, South East London, United Kingdom

Base Salary

£ 32000 - £ 38000

Date posted

18th September 2026

Valid through

18.10.2026

