



Assistant Accountant

Background - A rapidly expanding, progressive sub-contract manufacturing business, based in Thetford, has a permanent opportunity for an experienced high calibre candidate to join their organisation. This is an excellent opportunity to join a highly successful and growing organisation at an exciting time.

Reporting to – Finance Director

Main Duties/Responsibilities;

Responsibilities & purpose of this job

Produce daily reporting of sales/estimated profit/KPIs

Produce monthly management accounts and various departmental reporting to include associated reconciliations, journals, analysis, review and commentary

Manage company cash flow to include CapEx, HP and lease

Oversee the Payroll, Purchase/Sales Ledger and associated functions. Seek to develop and improve their processes ensuring company and legal compliance at all times

Provide support to the Finance Director as required

Opportunity to be involved with, or own, other financial projects, analysis and reporting

Required attributes and skills

Excellent communication skills at all levels through all media

Advanced Excel, proficient in SAGE Line 50 Accounts and Sage Payroll

Organised with the ability to work to tight deadlines, with a high level of accuracy and under own initiative

Able to take ownership of tasks through to resolution

Able to manage, mentor and guide others

Minimum of 3 years' experience in a similar finance role

Ideally AAT qualified

Hours/Benefits;

8.30am-5pm, 40 hours per week Mon-Fri

28 days holiday (incl. Bank Holidays of which 3 must be taken at the Christmas shutdown)

Company Pension Scheme (eligible after a qualifying period)

Sick pay (eligible after a qualifying period)

Accident/Life Insurance (eligible after a qualifying period)

Salary dependent on skills and experience

Please send your CV, covering letter and salary expectation to recruitment@warrenservices.co.uk

Closing date 26.04.19