

Accounts Administrator

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Company: Warner Recruitment Ltd.

Location: Northampton

Category: office-and-administrative-support

Accounting Trainee opportunity: This is a brand-new job; where you will become an integral part of the Finance team of 4. The company have a very low staff turnover, as it is a company who really care about their employees and always thinking of new and innovative ways to offer employee wellbeing. They actively encourage collaboration, creativity and offer an excellent benefits package. This is a company who go above and beyond for their employees and sustainability.

Warner Recruitment super excited to be representing this permanent entry level/ trainee Accounts Assistant/ Accounts Administration role, based in Brackmills Northampton, which is easy to commute to by car and/or public transport.

If you are studying your AAT/ an Accounting & Finance Graduate/ you are excited about commencing a career in Finance and Accounting, we really would love to hear from you.

The company are well-established national business with a local head office here in Northampton.

The team really can't wait to welcome new Trainee Accounts Administrator to the team to help with the busy workload in the finance department. This role will report directly to the Assistant Accountant who is an AAT Qualified Accountant who reports to the Head of Finance who is a Qualified Accountant.

Please note full training will be provided – as a trainee you will not be accepted to have experience in any of the duties below, however you must demonstrate that you want to be an accountant – maybe by your studies and/ or your understanding of what an accountant does/ the career path of an accountant – this job will offer progression and study support.

Job duties Trainee Accounts Assistant/ Accounts Administrator

Purchase ledger

Processing payment runs

Sales invoicing

Bank reconciliation for one of the companies small subsidiaries

Reconciliation of PayPal accounts and credit card receipts bank account

Month-end reconciliations and monthly recharges.

Monitor and action emails received in the accounts email box

Allocation of receipts

Dealing with customer and supplier queries

Once you are comfortable with the above tasks the role will quickly progress to you managing end to end accounting for one of the companies small subsidiaries including:

VAT returns, monthly management accounts production and year end accounts to trial balance.

Assist with production of month-end management accounts.

Assist with the provision of other management information.

Assist with year-end procedures and the production of Financial Statements.

Provide all information to the auditors in a timely manner as required during the annual statutory audit.

Support the Assistant Accountant and Head of Finance with any ad hoc tasks as required.

Person:

Studying towards an AAT(or equivalent)/ Accounting & Finance Graduate

You do not need to have office-based experience, just a clear desire to want to work in a finance

This vacancy will be office based, you must be able to get to the office in Northampton for office hours every day.

Good communicator

Able to work on your own initiative

A willingness to learn

A can-do attitude

Additional information and Benefits:

Parking

Easy location to get to via car and public transport

Excellent benefits

26 days holiday – increasing with length of service

Friendly office environment

Sustainable company

Excellent trainee Accounts Assistant position

Study support

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