

Job title: Company Accountant **Contract type:** Permanent

Location: Slinfold, Horsham, West Sussex

Hours: 9.00am to 5.00pm with a one-hour unpaid lunch break

Salary: Competitive

About the Company:

An established and respected innovator in their niche field, Cordek Limited are market leaders in the manufacture and supply of high performance, innovative solutions designed to protect buildings and structures from the hazards faced from expansive soil, VOC and Ground Gas.

People are at the heart of our success and are our most important resource. We're resourceful, innovative and united behind common business goals, well defined processes and robust strategy.

Job Summary:

Cordek Limited is looking for a key individual to work within their accounts team. You will come with experience in finance keen to take on new challenges and the determination to learn and achieve results.

- Complete monthly tasks as required to ensure accounts are produced accurately and on time
- Assist in the preparation and review of the monthly management accounts
- Preparation and collation of reports as required.
- Cost accounting
- Assist in the preparation of the Budget and Statutory Accounts
- Assist in developing and improving Company forecasting
- Supporting the wider business with the preparation and circulation of accurate and timely routine and ad-hoc reports
- Activities as directed by the Finance Director

The ideal candidate will have the following skills and attributes;

- Ability to work on their own initiative and prioritise workloads
- Effective at working in a team and individually
- Capable of developing good relationships with all departments
- Attention to detail and possess common-sense
- Good communicator
- Experience of financial or ERP systems
- A good understanding of Microsoft systems

Rewards:

- Annual performance bonus
- Study package if applicable
- Full training provided by the Company
- Professional development
- Membership of the Company Group Personal Pension Scheme
- 24 holiday days, increasing to 25 holiday days in 2020 (excludes bank holidays)