

JOB TITLE: Assistant Accountant

Reports to: Financial Director

Location: Slinfold, Horsham, West Sussex

Hours: Monday to Friday, a total of 35 hours, with a one-hour unpaid lunch break

Contract: Fixed-term contract to November 2023

The Company:

Cordek Limited are genuine market leaders in the design, manufacture and supply of innovative solutions to solve a wide range of construction problems. Cordek Limited are looking for a key individual to join their accounts team and provide maternity leave cover for a senior member of staff. The successful individual must also share our Company values, Honesty, Communication and Respect.

Job Summary:

You will come with experience in finance (either actively studying AAT or ACCA or qualified by experience), keen to take on new challenges and the determination to learn and achieve results.

Key responsibilities:

- Initially assume a “hands-on” role in the day-to-day operation of the accounts team, including invoicing, payroll, credit control and cash book management.
- 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.
- Preparation and submission of VAT Returns
- Assist in the preparation of the Budget and Statutory Accounts
- Supporting the wider business with the preparation and circulation of accurate and timely routine and ad-hoc reports
- Provide assistance with certain strategic projects as required
- Activities as directed by the Finance Director

Person Specification:

- 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
- Honest and respectful

Qualifications and experience:

- Ideally studying AAT or ACCA
- Knowledge of Microsoft Office systems
- Full UK Driving licence

Rewards:

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday