

Job Title: Senior Accountant
Reports to: Finance Manager
Location: Basingstoke

The role:

We are looking for an experienced Accountant to join our friendly team. Reporting to the Finance Manager, the ideal candidate will have extensive knowledge and experience to help move the company forward.

With a proactive and flexible outlook, you will be prepared to take a 'sleeves rolled up' approach to ensure the successful running of the finance function, whilst improving controls, processes, and systems to enable effectiveness and efficiency using cloud-based accounting software.

Key responsibilities:

- Managing all aspects of the day-to-day financial operations, including maintaining and organising the necessary records and files.
- General ledgers.
- Bank reconciliations.
- Process sales and purchase invoices.
- Credit control.
- Monitoring cashflow.
- Preparation and management of quarterly VAT returns.
- Accounts preparation for Year End
- Month-end account reconciliations, journal postings, accruals, and prepayments.
- Review financial data and prepare monthly management/flash reports.
- Management reports, including variance analysis.
- Maintain fixed asset register.
- Preparation of weekly/monthly reporting including sales, cashflow, VAT position and credit control.

Required Skills:

- Bookkeeping within SME (min 5 years required)
- ACA, ACCA qualified, part qualified or studying.
- Proficient with Cloud accounting including Microsoft Dynamics and/or ERP systems.
- Exceptional organisational skills with the ability to manage and provide support where required.
- Excellent communicator, with a high level of numeracy and literacy skills.
- Excellent time keeping and ability to meet deadlines.
- Ability to work under pressure both individually and as part of a team.
- IT literate with sound experience of using Microsoft Office, in particular, Excel.
- Excellent attention to detail.

Hours: Full time (39 hours) or part time (30 hours)
Salary range: £35,000 - £40,000 (pro-rata)