

Job Title: Senior Accountant – Maternity cover (15 fixed-term contract)

Reports to: Finance Manager

Location: Basingstoke

The Role:

We are looking for an experienced Accountant to join our friendly team on a 15 month fixed term contract covering a period of maternity leave, on a full or part time basis (minimum of 30 hours per week), starting by no later than mid-May 2025.

Reporting to the Finance Manager, the ideal candidate will have a proactive and flexible outlook, and be prepared to take a 'sleeves rolled up' approach to contribute to the successful running of the finance function, whilst improving controls, processes, and systems to enable effectiveness and efficiency using cloud-based accounting software.

Working alongside the Finance Manager, typical day to day responsibilities will include:

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.
- Assist with 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.