



Job Title:

Assistant Accountant

Reporting to:

Finance Manager

Place of work:

Supermax Healthcare Limited, Titan Drive, Fengate, Peterborough, PE1 5XN

Purpose of the job:

An Assistant Accountant is required on a 6-12 month fixed term contract to assist the Finance Manager in managing day to day tasks of the Finance Department. Ensuring accurate recording and processing of transactions, timely responses to queries, accurate processing of bank reconciliations and accurate review and processing of expense claims.

Key Responsibilities:

- Posting of supplier invoices, ensuring VAT accurately accounted for
- Reconciliation of supplier accounts where required
- Responding to supplier queries on invoices and payment dates
- Management of Accounts Payable mailbox
- Preparing weekly and monthly bank reconciliations
- Preparing a few key monthly balance sheet reconciliations i.e fixed assets and prepayments
- Review of employee expense submission, preparing for payment and posting in the system
- Preparing the quarterly VAT returns for various entities

The business is undergoing a period of growth and change and while the above tasks will be the standard weekly and monthly tasks, there will be opportunities to get involved in ad hoc projects and additional finance department tasks.

Person specification:

- AAT qualified
- Experience in Accounts Payable and Expense Management
- High degree of accuracy and attention to detail
- Experience of accounting packages i.e Sage Line 50

Disposition/Personality:

- Enthusiastic
- Self-motivated
- Able to work to own initiative
- Team player
- Good communicator
- Reliable



Normal hours of work:

Normal hours of work are 8:45 to 17:15 Monday to Friday with 45 minutes for lunch. There may be a requirement to work outside these hours depending on business requirements.

Pay:

Attractive salary

Holiday entitlement:

Normal holiday entitlement is 20 days per annum excluding public holidays. The business will be closed for set days over the Christmas period and this period is given as additional holiday.