



Accounts Assistant

Location: Kidderminster Head Office

Job type: Finance

Salary: negotiable depending upon experience

Ref:

Hours: 37.5 hours per week (permanent)

We currently have a fantastic opportunity for an Accounts Assistant to join our growing team based in Kidderminster. The successful candidate will receive a competitive salary.

Avensys UK Ltd offer bio-medical equipment engineering service solutions, including:

- Maintenance and Repair: bio-medical, dental and endoscopy equipment
- Resale: ethical resale service for surplus equipment, plus sale of new and reconditioned medical equipment
- Training: bio-medical equipment training

As our Accounts Assistant you will assist with financial transaction processing and control environment, together with external financial reporting. You will assist with accounting activities, budgeting and forecasting, profitability evaluation and delivering monthly/quarterly/year end financial reporting.

Job responsibilities, include but are not limited to:

- You will assist with the following;
 - o Sales ledger invoicing/job costing processing at peak times such as month end and year end
 - o Purchase ledger at peak times
 - o Credit control process
 - o General ledger processes as instructed by the Finance Manager.
 - o Financial accounting including the preparation of monthly, quarterly and annual financial statements in in coordination with the Finance Manager and Head of Finance in line with company reporting deadlines.
 - o Internal and external reporting, coordination and support regarding communication with auditors, consultants and business partners
- Preparation of monthly management reports and participation in variance analysis
- Participation in the company and group planning and budgeting process and the corresponding monitoring of KPI's
- Participation in the client profitability analysis process in respect of prospective and existing client base

Experience and skills required:

- Practical experience within an accounting or finance department
- Previous study (degree earned/ongoing professional) with focus on Accounting and/or Tax
- Knowledge of Microsoft office products ideally with intermediate excel skills
- Basic knowledge of national accounting principles (UK GAAP) and international reporting standards (IFRS) (Desirable)
- Basic knowledge of Sage 50/100 (Desirable)
- High commitment to quality work and flexibility and eagerness to learn and improve the own knowledge and the services within Accounting & Finance
- Ability to work collaboratively as part of a team and across the business



- Ability to operate in an environment of ongoing change

What we can offer our Accounts Assistant

- - 23 days holiday + bank holidays (rising 1 day per year to a maximum of 26 days)
- - Pension scheme
- - Private medical insurance after 1-year service
- - Sick pay scheme

Closing Date: 13th February 2019

We are committed to ISO 9001:2008 QMS and ISO 13485:2003 (2012) standards.

To apply please email your CV and covering letter to the HR Team at: hrteam@avensysmedical.co.uk

Due to the popularity of some positions, we reserve the right to close the vacancy early on receipt of sufficient applicants.