



Assistant Accountant

Salary: £22,000 - £24,000 per annum, plus benefits
Hours: Full Time
Location: Dunstable, Bedfordshire
Reference: HRS-10-10

The Role

Our client is a rapidly expanding European subsidiary of a US Manufacturing Company who are the world's leading manufacturer of precision dispensing systems for applying controlled amounts of adhesive, sealant, lubricant and other assembly fluids used in almost every manufacturing process.

Main Duties

The role also includes the opportunity to cross-train in other aspects of this small accounts team including stock purchasing and credit control.

- Correlate and distribute daily, weekly, monthly business reporting figures to give an accurate and up-to-date position of the company.
- Vendor invoices coding, accurately and in a timely manner to ensure efficient processing and payment.
- Daily Intercompany reconciliation to ensure all invoices are accurately entered and any discrepancies are investigated.
- Monitor the GR/IR account weekly to ensure that stock and invoice postings match thereby maintaining accurate stock levels and financial postings in SAP
- Liaise with Logistics operation when queries arise from GR/IR analysis in order to resolve in a timely manner (within the reporting month)
- Download the UPS shipping invoice weekly and accurately allocate to European cost centres to ensure a fair reflection of group expenditure
- Upload and submit accurate Intrastat data monthly to meet published statutory deadlines and requirements.
- Month-end preparation – assist where required to ensure that all accounts are finalised and closed in a timely and accurate manner.
- Other duties within department as requested and agreed

Skills, Knowledge and Experience:

- Graduate calibre
- Minimum AAT qualified and currently studying
- Looking to step into a more senior finance role in the medium term
- Excellent Microsoft Excel, SAP and Analytical skills
- Ability to work without supervision
- Excellent communicator at all levels
- Customer focused and team player

Accountancy training packages are available to the successful candidate.

Next Steps:

If you are interested in this position or wish to find out more about the role then please contact e-mail recruitment@hrsolutions-uk.com, quoting reference number: **HRS-10-10**.