

JOB DESCRIPTION

Job Title: Assistant Accountant

Reporting to: Finance Manager

Location: Lower Eashing, Godalming

General:

Headquartered in Surrey, we are a dynamic and driven organisation that provides professional services and construction consultancy to the industrial, commercial, and residential property sectors.

Historically based solely in the UK, Lysander has recently expanded into the European markets with great success, and we expect further growth across Europe in the coming years.

Role Overview:

The role is based in our head office near Godalming and will provide a great opportunity to gain all round experience in a small Finance team. The successful candidate will have exposure to a wide range of accounting activities, with potential for project work and developing experience in EU subsidiary accounts.

Key Responsibilities:

- Cashflow reporting.
- Bank reconciliations.
- Inter-company reconciliations.
- VAT Returns (UK and Ireland).
- Balance sheet reconciliations (i.e. Fixed Asset Register, Accruals, Prepayments).
- Posting of month end journals (i.e. Payroll, Depreciation).
- Analysis of cost centre codes as requested.
- Preparation of information for auditors and EU accountants.
- Assisting with financial documents and preparation of EU subsidiary accounts.
- Provide support to Finance Manager & Directors.

Person Specification

- A sound understanding of the P&L and Balance Sheet reconciliations.
- Finance Graduate (preferred), AAT qualified or qualified by experience.
- Willingness to embrace and effect change.
- Advanced Excel skills are required, while familiarity with Xero accounting software preferred.
- EU accounting experience is advantageous.
- High degree of accuracy and attention to detail.
- Ability to demonstrate a thorough, methodical, and logical approach to work.
- Excellent interpersonal skills, both written and verbal.
- A team player but also have the drive to work independently.
- Problem solving skills.

Benefits

- Competitive salary.
- 5% Pension.
- 27 days holiday (3 to be used for Christmas break).
- Private health insurance.
- 4 x Life Assurance.
- Study support will be considered.