



EKWGROUP

ETL®
GLOBAL

Job Title	Management Accounts Assistant
Location	Westhoughton, Head Office
Salary	Competitive

General information:

We are currently seeking a management accounts assistant to join our rapidly expanding management accounts department. AAT qualified or part qualified would be desirable or secured 1-2 years experience in an accounting/bookkeeping role.

Day to day expectations include:

- Meticulous attention to detail
- Completion of quarterly and monthly VAT returns
- Production of management accounts from TB stage to final review level with minimal supervision / assistance from more senior staff
- Manage workload and meet deadlines
- Communication with clients
- Preparation of paperless working papers
- Balance sheet reconciliation
- Identifying and solving errors within client financial records
- Liaising with other departments to assure smooth and efficient year end preparation
- Excellent knowledge of Excel, Xero (preference) & Sage

What we offer after probation:

- Training and study support
- Personal development plan
- Purchase of holidays
- Strong Career and development prospects

If you are fun, enthusiastic, hard working and a team player then enquire now. In return, we offer you 22 days holiday (Bank Holidays are an addition to this) and have a wide range of employees benefits including a generous pension scheme, free car parking facilities and much more. This is a perfect and exciting time to join us as we grow and improve our service offering.

Working hours - Monday-Thursday 9am to 5pm, Friday 9am to 4pm.

If you are interested in applying for this position please send your CV and covering letter to HR@ekwgroup.co.uk



CALL NOW
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