



WE NEED YOU

WE'RE LOOKING FOR

Assistant Management Account

LOCATION:
Hertford

WORKING HOURS:
Monday to Friday 9am – 5.30pm

SALARY/DAY RATE:
Up to £28k

OTHER BENEFITS:
Accelerator Bonus, Life Assurance, PerkBox Discounts, Aviva Pension, Samsung/HP Discounts, Company Sick Pay.

CONTRACT TYPE:
Permanent

REPORTING IN TO: Finance Manager

WE'RE LOOKING FOR AN ASSISTANT MANAGEMENT ACCOUNTANT

As our Assistant Management Accountant, you'll be involved in the day-to-day transactional process including accounts payable, sales ledger, bank reconciliations and assist with month end management accounts. You'll have varied responsibilities around the accounting team and will continuously be learning new skills, developing your finance experience and skill set. Working in a fast-paced environment, you will be an excellent multi-tasker who can adapt easily, with a keen eye for detail. Ideally you will be studying towards your AAT qualification.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

SUPPORTING THE MANAGEMENT ACCOUNTING FUNCTION:

- Collaborating with the Management Accounts team to ensure timely completion of tasks and adherence to deadlines.
- Providing comprehensive support across accounts receivable, accounts payable, and accounts administration, ensuring accurate financial records.
- Assisting with journal entries and reconciling balance sheets for enhanced financial accuracy.
- Processing and posting invoices and payments.
- Reconciling sales invoices, receipts, and payments in order to keep ledgers up to date.
- Maintaining financial systems through efficient housekeeping.
- Collaborating on ad-hoc reports and requests.
- Demonstrating flexibility by assisting with diverse accounting and office administration tasks.
- Adapting to provide support across different roles within the team as needed.

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- You'll be willing to embrace, live and embed our ETHIC values, Excellence, Together, Heart, Integrity & Curious
- You'll be a great problem solver with analytical skills.
- You'll have advanced excel knowledge, including pivot tables and v-lookups
- You'll be a team player, willing to get stuck in.
- Desire to studying towards an accountancy qualification

CENTRAL
SUPPORT
Assistant
Management
Accountant

Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.

