

Assistant Accountant

A fantastic opportunity has arisen to join a very successful, award winning and market leading global organisation. Avantis is a unique, fast growing educational technology company with office/warehouse environments. We are seeking an experienced Assistant Accountant to work directly with the Head of Finance to manage the daily accounts and financial functions of the business. This is an exciting and varied role within a busy accounts department and the main duties will include all aspects of sales and purchase order processing, invoicing, banking, and financial reporting.

Key Responsibilities

- Processing and checking sales orders
- A/R and A/P processing
- Bank reconciliations
- Checking and processing monthly staff expenses
- Assist with the preparation of accounts
- VAT and other returns
- Month end close processes
- Prepare monthly financial statements
- Assist with annual audit
- Prepare and enter journals and supporting documentation

Key Requirements

- Strong experience with accounting packages and small business accounting software
- Strong XL/Spreadsheet skills
- Detail and process oriented
- Well organised and analytical
- Effective communication skills
- Positive and professional attitude
- Highly motivated and interested in being part of a small and talented team

Qualifications	Minimum AAT or equivalent
Experience	Minimum 3 years accounting experience, ideally in SME business
Location	Office based, Gloucester UK
Travel Required	None
Salary	DOE
Holiday	23 Days plus public holidays
Job Type	Full-time, Permanent
Benefits	On-site parking

Please email CV's with a covering letter, noting your current notice period (if applicable) to:

Leanne Morris – Head of Finance & HR, careers@avantiseducation.com