

Accounts Manager (Part Time)



PFA Consulting Ltd is looking for an experienced Accounts Manager (part-time) to look after the financial aspects of this well-established Civil Engineering Consultancy founded in 1985, whose office is located at Stratton Park House, Wanborough Road, Swindon.

The Company has a complement of around 40 colleagues who provide engineering services to a range of Clients across the country. The Company is a friendly organisation and is now set-up as an Employee Ownership Trust, which puts the colleagues at the heart of the business.

JOB DESCRIPTION:

Position:	Accounts Manager (part-time).
Location:	Stratton Park House. Swindon.
Hours:	30 per week (typically 6 per day).
Responsible To:	Directors.
Responsible For:	Accounts Admin Assistant (part-time).
Contract Type:	Permanent subject to 6 months' Probation Period.
Flexible Working:	Permitted once probation is successfully completed, thereafter minimum 2 days in the office.
Salary:	£35,000 (30 hours).
Pension:	Employer contribution 5%, Employee contribution as per auto-enrolment requirements.
Annual Leave:	25 days (FTE - adjusted for part time), plus bank holidays. Increased by 1 day per year for every 5 years worked (FTE).
Health Insurance:	Included.
Parking:	Free.
Training:	Support provided, including handover

JOB REQUIREMENTS:

Qualifications: AAT Level 4

Essential Skills:

Sage 50 Accounts: Competent in the use of Sage.

Purchase Ledger: Entering non job-related Purchase Invoices to correct nominal code.

Reconciling Purchase Statements.

Twice monthly payment runs – payments and submitting remittances.

- Sales Ledger:** Raise non job-related invoices.
Enter Sales Receipts.
- Fixed Asset Register:** Additions/Disposals.
- VAT:** Quarterly VAT Returns.
- Banking:** Transfers between accounts.
Enter Direct Debit payments.
Enter Sales receipts.
Reconcile all accounts.
- Training:** Update training records from purchase invoices received on Sage.
- Pensions:** Maintain non-Scottish Widow pensions.
- Sage 50cloud Payroll:** Running monthly Payroll.
Experience of payroll benefits.
Submitting to HMRC.
Keep up to date with HMRC changes.
- Microsoft Office:** Competent in the use of Word and Excel.
- Personal:** Proactive with good interpersonal skills with colleagues and clients.
- Preferred Skills:**
- Job Costing:** Entering job related expenses.
Entering job related purchase invoices.
Raising draft invoices.
Actioning draft invoices.
Checking WIP.
Filing of invoices to Green Fee Files.
Reporting.
- Management Report:** Entering data into the Management Report template for PFA.
Produce monthly Management Report.
- Other Duties:** Administer the Company insurances.
HR related matters, including dealing with matters in confidence.
Keep up-to-date with Employment Law using Citation, advisors to the Company.
Submission of Confirmation Statements for all Companies.