

Accounts Assistant

About Us

HWM is a leading manufacturer of utility monitoring solutions developed to save customers water, energy, time and money. Our services include the design and manufacture of telemetry equipment, along with installation and data delivery expertise. We have over 30 years' experience delivering services to the water, wastewater and gas sectors.

Job Purpose

We are seeking an accounts assistant to join our dynamic team.

Key Requirement and Responsibilities

- Processing of HWM Purchase Ledger invoices and credit notes
- Reconciliation of supplier statements (follow up missing invoices where necessary)
- Resolve invoice queries
- Maintenance of Aged Creditors
- Posting of sundry cashbook items
- Weekly and Daily Sales and Orders
- Processing and reconciliation of Petty Cash transactions
- Monthly coding of Company Barclaycard Statement
- Processing of Company Barclaycard Vat
- Processing of Employee Cash Expense Claims
- Stock price verification
- Monthly GRNI accruals calculation
- M Schedules preparation
- Posting of Nominal Ledger journals
- Payroll

- Filing all paperwork

Personal Specification

- A team player and self-starter
- Good communicator
- Ability to take ownership of tasks
- Ability to multi-task and prioritise
- Strong attention to detail and highly organised

Qualifications and Training

- Ideally possessing or studying towards a recognised accountancy qualification

Personal Specification

- Excellent IT skills – especially in the use of excel/spreadsheets
- Strong analytical and problem-solving skills
- Some experience within a finance department

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the Company and its overall business objectives.

How to Apply

To apply for this vacancy please send an up to CV, along with a covering letter to hr@hwm-water.com.