

# Job description

## VACANCY – Assistant Accountant

AAT Level 3, or newly graduated? Are you ambitious, a high-performing team player with a desire to make a positive contribution to a finance team? We have an exciting opportunity for an Assistant Accountant to support our Financial Controller in the efficient running of our finance department to ensure accuracy of accounting information and efficient, effective use of our staff and system resources.

If you have suitable qualifications and/or any experience working in a finance environment or in using accounting software, we would love you to read about our vacancy and APPLY NOW!

## Company description

SaxonAir is a private jet and helicopter operator based at Norwich Airport in our purpose-built Business Aviation Centre and hangar facility. Designed to meet the demands of the offshore transportation sector as well as offering excellent service for our VIP passengers. We have a team of valued staff, passionate about delivering a superior service aimed at exceeding our customers' expectations.

Our mission is to be a leader in the provision of aviation services, through excellence, innovation, and sustainability, while ensuring safety and integrity are at the heart of the operation.

## Candidate Specification

SaxonAir is looking for an Assistant Accountant to join its established Finance department. The best candidate will have the following essential qualifications / attributes:

- Ø Accounting technician AAT level 3 and above
- Ø Minimum 1 year of relevant experience in Accounting and Finance field
- Ø Strong attention to detail and experience of data manipulation
- Ø Experience of accounting software packages

Ø High level user of Microsoft packages, including Excel and Word

**Other Skills/Abilities:**

Ø High level of team working and ability to respond to changing business needs

Ø Confident and able to foster good relationships with internal and external stakeholders.

Ø Excellent interpersonal Skills

Ø Ability to manage workload effectively and prioritise tasks

Ø Continuing right to live and work unrestricted in the UK

**The Job Role**

The Assistant Accountant will have dealings with all levels of staff and external stakeholders, so excellent communication skills are essential. The primary purpose of the role is to assist the Financial Controller with the efficient running of the accounts department, to help ensure accuracy of the accounting information and efficient use of resources.

**Duties (typically, but not exhaustive)**

Ø Supervision of the accounts payable, processing invoices onto the AP system

Ø Reconcile supplier invoices with their statements. Maintain statements and deal with supplier payment queries via email in a timely manner

Ø Weekly Debtors and Creditors Meeting with the manager

Ø Reconciliations and ensuring delivery of general accounting tasks

Ø Assist with preparation of Managed Aircraft reports

Ø Assist with preparation of Monthly Management Accounts

Ø Analyse the data and maintain the accuracy of the financial information.

Ø Knowledge of VAT to ensure correct recording, and to support preparation of VAT Returns.

## **Fundamentals**

This is a full-time permanent role, based in Norwich, but some home working may be facilitated.

Our salary policy is to pay rates competitive with industry standard. Depending on experience we expect salary to be at or above £22k. We offer career training, development, coaching and mentoring. Workplace pension and 28 days holiday.

## **FIT THE BILL?**

Submit your application telling us why you want this job and provide a copy of your CV.

Job Types: Full-time, Permanent

Salary: From £22,000.00 per year