



Assistant Accountant

The Role:

The Assistant Accountant will support the Finance Manager, primarily by overseeing the Bank, Sales Ledger and Purchase Ledger functions, being responsible for timely and accurate processing of transactions, associated controls, processes and reconciliations. The post holder will also be responsible for statutory returns (Office of National Statistics reporting, VAT returns) and will assist the Finance Manager in the organization and planning of the Finance Team to meet monthly, quarterly and annual targets and deadlines.

Key Responsibilities:

Maintain efficient and effective financial processes

- Supervision of two members of staff
- Control and posting all bank transactions
- Carry out monthly bank statement reconciliations
- Complete quarterly VAT returns and payments
- Oversee the allocation of cash received and uploaded into the financial system
- Produce and review the monthly aged creditor, sub-contract and debtor reports
- Complete various month end journals
- Carry out balance sheet control account reconciliations
- Control, reconcile and post purchasing card transactions
- Analyse profit and loss codes for annual corporation tax returns
- Assist with cash forecasting and supply chain payment management
- Assist with year end requirements
- Provide cover for purchase ledger payments, subcontract payments and the raising of sales invoices
- Provide advice and guidance to purchase ledger clerks, sub-contractor clerks and credit control

Contribute to the improvement of processes

- Understand and respond to the needs of customers, team members, colleagues and managers
- Raise issues and concerns constructively and offer solutions
- Adopt and improve current business working methods

Key measures & targets:

- Month end and statutory deadlines
- Reconciliations kept up to date
- Transactions posted daily

Key relationships:

- Finance Manager
- BCS management team
- Accounts team
- Internal and External customers
- Barhale Finance team

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Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Construction industry awareness
Strong IT skills including MS Office (Excel, Word, Powerpoint)
Strong verbal and written communication skills
Ability to produce accurate, relevant information in a timely manner
Work well with other colleagues
Confident working with senior management
High level of professionalism
Proactive in problem solving
Strong communication and interpersonal skills

Desirable

Redsky and/or Syrx systems knowledge

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

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We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.