

Finance Assistant**Location: Plymouth****Salary: Market rate, depending on experience**

Oakmount Control Systems Limited is a fast-moving, growing, engineering business based in the South West with offices in the vibrant city of Plymouth in Devon and the historic town of Yeovil in Somerset. Our talented team of automation focused, electrical and mechanical engineers work on many unique projects for blue chip international customers in a wide range of industry sectors including Food & Beverage, Pharmaceutical, Aerospace, Automotive and Defence to name a few. We design and manufacture special purpose machinery and process control systems, working with all the top leading industrial brands.

We have an exciting opportunity for an outgoing Finance Assistant / Accounts Assistant looking for a varied role to join our small and dedicated Accounting Team. You'll take part in a variety of functions, learning on the job if needs be.

This role will suit you if you have 2 years relevant accounting experience - Accounts Payable, Accounts Receivable or Payroll experience and would like to develop your skills in an exciting Engineering business in Plymouth, with the potential for growth and progression.

As well as Accounting knowledge, the ideal candidate will definitely be computer literate, particularly with Microsoft Excel. Previous knowledge and experience of using accounts software such as Quickbooks Online is an advantage. You'll be a team player and you'll love working in a fast-paced environment and as such, you'll be able to clearly prioritise workloads effectively. You'll also be willing and able to learn quickly.

Details of the Role

This role will assist our Finance Director with all aspects of the accounting function which may involve covering other administration tasks within the business.

Your duties will include:

- Matching purchase invoices with the correct delivery notes and confirming that the goods have been received. Where discrepancies occur, you will be required to liaise with our purchasing and stores department to resolve any issues.
- Posting all purchase invoices into the accounts system and ERP system to the correct general ledgers.
- Organising payment runs to pay suppliers on a month by month basis in line with agreed payment terms.
- Completing Bank Reconciliations.
- Reviewing of supplier statements received to ensure all invoices have been received. If necessary, contacting the supplier to request copy invoices.
- Reviewing new customer applications, obtaining credit references, carrying out credit checks where necessary and setting new customers up on our systems.
- Generating sales invoices and sending them out to customers (UK and International customers) for payment.
- Sending out statements to customers for sales invoices raised.
- Contacting customers who have overdue invoices either by phone or email and where appropriate raising any accounts that have not been paid to the Finance Director.
- Answering the telephone and routing calls to the correct person.

- Updating annual leave and absence records for payroll.
- Assisting with reviewing weekly timesheets and calculating payroll on a monthly basis.
- Carrying out general filing duties and keeping the office tidy.
- Carrying out any other tasks that are required by the business.

You will be:

As well as your accounting experience, you'll also be:

- Smart, proactive and a good communicator.
- Adaptable, you can think on your feet and are eager to learn and develop.
- Punctual, driven, self-motivated and confident
- Accurate and work with a right first time approach.
- Proficient in Microsoft Office in particular Microsoft Excel, Word and Outlook.
- Familiar with using accounting software and ERP systems. If necessary, further training will be provided for our accounts software, our ERP system and any other software that may be required from time to time.
- A team player with a can do attitude but also be able to work independently and proactively.
- Wanting to work in a close-knit team and be driven to contribute to the success of the company.

So, if you would like a high-profile position in a role with a significant amount of variety and autonomy, then please apply and tell us more about yourself.

This role is based in Plymouth, Britain's Ocean City, which is one of Europe's most vibrant waterfront cities. Located by a stunning waterfront and harbour, this busy historic hub also borders the beautiful South Hams and picturesque county of Cornwall.