

ASSISTANT ACCOUNTANT

Full-time, office based (potential for 1 day hybrid)

Wilson Power Solutions are a leading manufacturer and supplier of electrical power distribution equipment and pioneers of super low loss amorphous transformer technology. Our flagship product saves money, saves energy, cuts carbon and offers an innovative solution to the worldwide challenge of reducing energy wastage.

We are looking for an experienced and detail-driven Assistant Accountant to support our finance team, with a strong focus on purchase ledger management, bank and credit card reconciliations, and balance sheet accuracy. You will also take ownership of the monthly management accounts for a small group entity and provide holiday cover for credit control. This is a hands-on role suited to someone who enjoys ownership of their processes and thrives in a collaborative finance function.

The successful candidate will take on increasing responsibility for management accounts preparation, with a clear development path toward leading the month-end reporting for our main UK trading entity.

The Role:

- **Full responsibility for the purchase ledger:**
 - Processing and coding supplier invoices
 - Matching POs to invoices and liaising with internal departments
 - Preparing payment runs
 - Resolving supplier queries in a timely manner
- **Bank and credit card reconciliations:**
 - Daily and monthly reconciliation of multiple bank accounts
 - Posting and allocation of bank transactions
 - Monthly reconciliation of company credit cards, ensuring all receipts and approvals are captured
- **Monthly management accounts preparation** for a small group entity:
 - Journals, accruals, prepayments
 - Reconciliation of key P&L and balance sheet items
 - Submission of monthly reporting to the Financial Controller
- **Balance sheet reconciliations** as required across the wider business:
 - Fixed assets
 - Accruals and prepayments
 - Payroll and VAT control accounts
 - Intercompany accounts
- **Provide holiday and sickness cover for the Credit Control function**, including:
 - Chasing outstanding debt
 - Sending invoices and statements and liaising with customers and internal job managers
 - Maintaining aged debt reports
- **General Support:**
 - Assist with year-end audit and preparation of supporting documentation
 - Contribute to finance process improvements and documentation of procedures
 - Support the finance team with ad hoc analysis or projects

Developmental Path:

This role offers a clear progression path, with increasing exposure to and responsibility for:

- Preparation and ownership of more areas of the UK management accounts, including P&L
- Deeper involvement in group month-end reporting and consolidation
- Ultimately, full ownership of the management accounts for the main UK trading entity, including month-end close, variance analysis, and reporting to the Head of Finance

Skills, Knowledge & Experience:

Essential:

- Solid experience in a similar Assistant Accountant role
- Strong working knowledge and demonstrable experience of purchase ledger and reconciliations
- Proficiency in Microsoft Excel
- Highly organised with a keen eye for detail
- Ability to work to deadlines with minimal supervision
- Comfortable taking ownership of key areas of the month-end process
- Strong communication skills for liaising across departments and with external stakeholders

Desirable:

- Actively studying, or recently qualified, AAT / ACCA / CIMA (or equivalent)
- Exposure to Sage 200
- Experience in preparing management accounts
- Exposure to credit control processes

Salary and benefits:

- Study support (if applicable)
- 25 days holiday per year plus 8 bank holidays
- Discretionary Profit Share scheme (paid quarterly)
- Pension scheme
- 3 x salary death in service
- Healthcare cash plan scheme and employee assistance programme
- Hybrid working options (after probation)
- Career progression within a supportive finance team
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Applications: Please email your CV to hr@wilsonpowersolutions.co.uk stating your current salary.
No agencies