

JOB DESCRIPTION – ASSISTANT ACCOUNTANT

Job Title	Assistant Accountant
Date Reviewed	March 2022
Responsible To	Finance Manager
Responsible For	None
Location	Maidenhead

Business Profile

AVK are the UK's leading provider of critical power systems and maintenance that guarantee reliable power. For 32 years we've been supplying UPS systems, standby diesel generators and more recently Battery Storage and Gas Generation solutions providing our clients with reliable back-up power schemes for their mission critical services & systems.

We are trusted by many of the UK's largest Data Centre operators, Finance & Banking providers and Telecommunications companies to design, install and maintain 100% power integrity by providing diesel/gas generators, uninterruptible power systems, battery storage, switchgear, protection relays and turnkey solutions.

AVK specialise in all aspects of the design, planning, implementation and on-going maintenance of critical power systems. We provide solutions for standard or large scale bespoke applications, covering all project sizes from £1k up to £30m. Our extensive and growing client base reflects our highly regarded reputation for both quality and service.

Overview

As an Assistant Accountant you will be an integral part of the finance team with a varied and demanding workload. This role will work closely with the Finance Manager and will provide support to the finance team and wider business across multiple accounts disciplines including supporting month end duties.

Responsibilities

1	<p>Responsibility for Data Maintenance and preparing Reports for dissemination to the Finance Team and wider business in a timely manner. This includes but not limited to the following:</p> <ul style="list-style-type: none"> • Maintaining timesheet data and preparing and processing timesheet upload files to the Finance system • Overtime for Payroll • Order Bookings • Monthly Service Pack • Weekly Service Reports including Weekly Dashboard • Monthly Sales Report • Monthly Board Pack Data
2	Responsible for monthly UPS Call Closures
3	Quarterly and Annual Purchase Ledger Accruals
4	Project WIP: Control Upgrades Division
5	Bank Reconciliation (AVK: GBP & Euro)
6	Maintaining AVK Committed Costs spreadsheet and assisting with ECS Committed Costs
7	Monthly CIS Submissions: AVK & ECS
8	Credit Card Reconciliation: AVK Barclaycard
9	Provide ad hoc administrative support to the finance team

Person specification

Key skills and knowledge	Desired/Essential
Analytical and problem-solving skills	Essential
Advanced MS Excel skills	Essential
Excellent Organisational skills and Time Management	Essential
Good interpersonal and team building skills	Essential
Previous accounts and finance administration experience	Essential
Flexible approach with willingness to learn and progress	Essential
Ability to remain calm under pressure whilst being able to prioritise when faced with conflicting deadlines	Essential
Intermediate knowledge of MS Office (excluding excel)	Desired
Dimensions Accounting software experience	Desired