



WE'RE HIRING

Accounts Assistant

**Abingdon, Oxfordshire Head Office/Home
37.5 hr per week**

As an Accounts Assistant at Guardsman you'll be given everything you need to succeed and deliver a first-class service. You will support the day to day function of the Finance Department, including Credit Control, processing payments as well as supporting the HR Director with administrative tasks; Our training not only focuses on learning the role, but also provides you with practical steps to help you become the very best.

What will your day look like?

The Accounts Assistant will be responsible for:

Credit Control

- Ensure timely collection of accounts receivable
- Collect financial information and ensure credit limits are reviewed in accordance with credit policy
- Resolve invoice queries, raise invoices & credit notes and process payments received and cheques

Finance

- Process policy refunds and claims settlement payments
- Maintain Franchisee Management Service Charge data and process invoices for cover when required
- Processes weekly expense payments
- Send weekly/monthly account statements
- Supplier and Customer Account Set Ups
- Assist in the Annual Audit
 - Raising monthly journals

HR

- Administration of job offers, onboarding, inductions, movers, leavers, absence
- Update and maintain accurate employee records on the HR/payroll system and support all payroll activities
- HR administration, including requesting and responding to all references and monitoring the HR email inbox responding or escalating as required
- Generate monthly reports - headcount, attrition, retention
- Monitor mandatory training completion

Your experience

ESSENTIAL:

- Complete AAT levels 2-4, which will be funded by Guardsman with the opportunity to progress to ACCA/CIMA.
- At least 1 years experience of relevant accounting system
- Experience of working to and achieving strict deadlines
- Proven ability to process data quickly and accurately, with high attention to detail
- Good communication/telephone skills
- Good knowledge of Excel skills – Pivot Tables, V-Lookups, as well as being competent with MS office
- Ability to maintain confidentiality, and have the ability to gain trust from colleagues at all levels
- Strong organization skills and able to prioritise
- Ability to multi-task and manage changing priorities

Rewards

- Competitive salary
- Bonus scheme
- Pension Scheme (up to 8% paid by Guardsman)
- Life assurance cover (4 x basic salary)
- 25 days annual holiday
- Employee Assist Programme - a positive, preventative programme including advice, training and services to help with events and issues within your everyday work and personal life
- A friendly work environment with flexible working considered

See yourself at Guardsman

We pride ourselves on our company aim, to help everyone enjoy and be proud of their furniture; by providing furniture insurance that covers for accidental stains and damage, or offering care and repair furniture products sold through Amazon. And being part of a large organisation, gives us the support to invest in not only the business, but also the people who work for it.

We believe it is the quality and commitment of our people that gives us our leading edge, and are proud to say that some members of the team have been at Guardsman for over 25 years. We are committed to the ongoing professional development of all our staff ensuring a personal development plan forms part of their yearly objectives.

We value diversity in our team and welcome applications from all suitably qualified people. Our progressive personnel policies seek to accommodate individual circumstances and requirements. All staff are expected to support and promote the principles of diversity and inclusivity to the full.

Next Steps

If you are interested in the role, please contact careers@guardsman.co.uk with a copy of your CV and a covering letter outlining your specific interests and motivations for the role, stating your current salary and availability.

Equal opportunities: The Amynta Group and Guardsman Industries are both equal opportunity employers. Both Companies are committed to being inclusive employers and welcome applications from all suitably qualified applicants irrespective of their background.