

The Wigley Group

ACCOUNTS ASSISTANT

£22,000-£24,000 per annum

Full-Time

Monday-Friday, 9am-5pm, 1 hour for lunch (unpaid), including 23 days annual leave

Stockton House, Rugby Road, Stockton, Southam, Warks, CV47 8LB



The Wigley Group is a real estate investment company with a significant portfolio of property and landholdings. First established in 1964, The Wigley Group operates in property & development, construction and strategic land. The firm's headquarters are in a former stately home in Warwickshire, and the company remains in the ownership of the founder's family.

The role of the Accounts Assistant is to contribute to the smooth running of the day-to-day activities of the accounts department, including administration of both the purchase and sales ledger tasks, and assisting with month end processes. The role will also deal directly with both supplier and customer queries. This role sits within the Accounts team in the Central Group Operations department, and is line managed by the Accounts Manager.

KEY RESPONSIBILITIES:

- **Assist the Accounts Manager** in the smooth operation and reconciliation of the Sales, Purchase and Nominal Ledgers for the identified companies within the Group.
- **Inputting data into the accounting system** with speed and accuracy.
- **Processing BACS payments**, purchase orders and invoice authorisation.
- **Dealing with enquiries** relating to purchases and suppliers.
- **Generating sales invoices** and responding to queries of customers.
- **Responsible for the analysis and administrative tasks** for the identified companies within the Group.
- **Support the Accounts Manager** with any other ad hoc tasks requested.

WHAT WE ARE LOOKING FOR:

- **AAT Level 3 Qualification**
- **Industry experience** - we are looking for a candidate with at least two years' experience.
- **Experience using Sage 50** - our ideal candidate would have experience using Sage 50, but this is not essential.
- **Good oral and listening skills** - our business is all about doing business in person, so you will need to be a good speaker who can clearly express ideas.
- **Strong teamwork skills** - we are a strong team and the ability to work effectively with others is essential for anyone who joins us.
- **Self-motivation** - you must be able to use your own initiative and manage your own workload.
- **Excellent time keeping** - we are sticklers for promptness and our clients are too.
- **Sound IT skills** - applicants should be comfortable dealing with all major Microsoft Office programmes.

APPLY

Please send your CV and covering email to reception@thewigleygroup.com, with the reference "AccountsAssist." in the subject line.

Applications will close as soon as a suitable candidate is found.