

TheWigleyGroup

Accounts Assistant

£22,000 - £24,000 per annum

Full-time, permanent position
9.00am to 5.00pm Monday - Friday
1 hour for lunch
23 days annual leave pro rata

Based at Stockton House, Rugby Road, Stockton, Southam, Warwickshire, CV47 8LB

Established in 1964, The Wigley Group is a family-run company operating 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 team, 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 enquiries.

The Accounts Assistant sits within the Accounts team, which forms part of the Central Group Operations department, and will be line managed by the Accounts Manager.

KEY RESPONSIBILITIES

- Assisting 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 customer queries.
- Analysis and administrative tasks for the identified companies within the Group.
- Supporting the Accounts Manager with any other ad hoc tasks required.

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.
- A keen eye for detail and quality - we and our clients set very high standards and we expect you to too.
- 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 email your CV and covering email to reception@thewigleygroup.com with the reference "AccAsst2023" in the subject line.