

TheWigleyGroup

Accounts Manager

£30,000 per annum

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

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.

Reporting to the Head of Central Group Operations, the Accounts Manager will manage and support the day-to-day financial operations of the companies within The Wigley Group Limited as well as companies owned partly or entirely by the company.

KEY RESPONSIBILITIES

- Oversee the keying of day-to-day financial data and reconciliation of the identified companies associated with The Wigley Group Ltd accounting software and monitor all financial transactions for accuracy.
- Deliver monthly budget analysis reports to budget holders across all companies.
- Process all quarterly VAT returns and CIS payroll returns using the company software.
- Prepare quarterly management accounts to the Group Finance Manager and produce quarterly reports for Senior Management.
- Analyse and reconcile central running costs and costs of services delivered under SLAs.
- Deliver services to other companies owned partly or entirely by The Wigley Group Ltd in accordance with SLAs and other formal agreements.
- Deliver ad hoc tasks relating to acquisitions, disposals and other key transactions on portfolio assets.
- Continually monitor and improve accounting processes and support the companies where necessary.
- Ad hoc projects as set by the Group Finance Manager.

WHAT WE ARE LOOKING FOR

- AAT Level 3 qualification
- Industry experience - we are looking for a candidate with at least five 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 "**AccMgr2024**" in the subject line.