

Job Description – Accounts Apprentice

Toppesfield is the UK's largest and fastest growing independent surfacing company. In the last six years we have created more than 100 jobs, increased our turnover from £39 million to over £80 million and established five regional offices within the UK to manage projects with clients across the highways, commercial, aviation, defence, leisure and rail sectors.

Here at Toppesfield, our goal is to continually raise the benchmark for surfacing, thereby enhancing our position as contractor for choice for all surfacing works. We have an exciting opportunity for an Accounts Apprentice who will work alongside our dynamic Finance Department while simultaneously studying for their AAT Finance Qualification.

Your key responsibilities:

- Entering purchase ledger invoices in the accounting system
- Checking invoice costs to the expected costs
- Ensuring invoices are approved by a manager before payment
- Reconciling supplier invoice, investigating differences where appropriate
- Understand the process of payment of suppliers and assist where necessary
- Send out remittance advices/cheques
- Assist in processing expense claims and credit card expenses.
- Perform routine calculations to produce analyses and reports as requested by the finance director
- Input accounting data into the accounting system with speed and accuracy
- Ad-hoc involvement with other areas of the finance team – e.g. sales ledger, nominal postings
- General administrative duties: filing, photocopying, archiving and shredding.
- Assisting with general office and administrative duties (such as telephone answering, post, office equipment and stationery ordering and maintaining staff leave records)
- Other ad hoc duties as and when required

Experience and qualifications:

- Computer literate with strength in the MS Office products
- Strong time management and general organisation skills
- The ability to work within tight deadlines whilst dealing with interruptions
- Positive, proactive and flexible approach – a 'can do' attitude
- Good verbal and written communication skills
- Self-motivated and enthusiastic
- High level of attention to detail and accuracy
- Good analytical ability

Benefits:

- Bonus scheme
- Casual dress
- Wellness programmes
- On-site parking
- Company events & social hours
- Subsidised gym membership

Job Type: Full-time