



auriga

Changing lives every day

Assistant Management

Accountant

FTE £24,000 – £28,000

12 month contract

Auriga Services Ltd

Emmanuel Court, 12-14 Mill Street

Sutton Coldfield, B72 1TJ

www.aurigaservices.co.uk

Registered in England. Company number 5093179

ABOUT AURIGA

Auriga Services is a dynamic, fast growing public benefit entity with a vision to support three million healthy homes by 2030.

With a record of accomplishment spanning 22 years, we are mature enough to provide outstanding service through the application of extraordinary levels of skills and experience. We manage combined annual funds of over £15 million helping people alleviate their debt and realise income and benefits that make a real difference to the quality of their lives.

We achieve all this through the administration of charitable trust funds, realisation of Welfare Benefits, Debt Advice, Welfare Reform services and emergency fuel payments.

Our clients are the major water and energy utility companies, local authorities and the NHS.

WHY WORK AT AURIGA

We are seeking exceptional people with passion, enthusiasm, and ability to join and make our mission a reality.

- ★ A job and a career with induction, training and development
- ★ Holiday entitlement starts at 28 days and increases with length of service
- ★ Working patterns and hours that can be flexible, subject to meeting business needs
- ★ Generous pensions contribution
- ★ Location close to Sutton Coldfield centre and 2 minutes from Sutton Coldfield station

JOB PURPOSE

The business is looking to recruit an Assistant Management Accountant to contribute to the success of the finance department and to assist with the thriving growth.

We are a small team of eight so the successful candidate will be expected to take on a wide range of duties to help the finance team to provide an exceptional service.

Salary: £24k - £28k pa depending on experience

Reporting to: Finance Manager

Contract type: Full time (37.5 hrs), 12 months, flexible working available

DUTIES AND KEY RESPONSIBILITIES

- ★ Responsible for production of monthly management accounts for up to three entities with a month end turnaround of 4 working days.
- ★ Manage all queries arising from the month end process and liaise with internal and external stakeholders to resolve.
- ★ Assist the finance managers in obtaining information for reporting, analysis, and budget monitoring by interacting with the operations team managers and executives.
- ★ Prepare bank reconciliations, accruals, prepayments and post journals.
- ★ Assist with cashflow monitoring of emergency fuel contracts.
- ★ Take ownership and manage the daily and weekly reconciliations for the emergency fuel payments and report updates to the finance manager.
- ★ Assist with credit control queries and sales invoicing.
- ★ Manage the fixed assets register.
- ★ Take responsibility for filing with Companies House/Charity Commission and updating company registers and liaising with trustees when required.
- ★ Provide cover for checking emergency fuel payments.
- ★ Provide cover for processing water grant payments.
- ★ Ad-hoc finance responsibilities as and when they arise.

Key Skills & Behaviours

- ★ A high level of IT awareness with intermediate Excel abilities
- ★ Strong reconciliations skills
- ★ Excellent written and verbal communication
- ★ Strong planning and organising skills
- ★ Ability to work under pressure and to tight deadlines
- ★ Attention to detail
- ★ self-motivate and self-manage
- ★ Good commercial awareness
- ★ Creative and innovative
- ★ Team player
- ★ Flexible and enthusiastic in approach to work
- ★ Adaptable to growth and change
- ★ A positive supportive attitude towards all work colleagues

Education and Experience

- ★ AAT / ACCA / CIMA part qualified or qualified by experience
- ★ A minimum of 3 years' experience of working in a finance department
- ★ Experience of using Sage Line 50 or other accounting software
- ★ Track record of producing management accounts or accounts to trial balance

HOW TO APPLY

Please forward your CV, together with a covering letter to: pward@aurigaservices.co.uk

IMPORTANT: Please ensure that your covering letter explains your motivation for applying to Auriga Services. Applications without a covering letter will be automatically rejected.

If you would like further information about the role, please contact Beverley Renwick at brenwick@aurigaservices.co.uk or Paula Ward at pward@aurigaservices.co.uk.