**Position Title**: Part Time Accounts Assistant

**Company**: Clean Earth Energy

**Salary:** £35,000 - £40,000pa pro rata

**Location:** Wadebridge, Cornwall

**Duration:** Part-time- 3 core days are Wednesday, Thursday & Friday but possibility of additional days.

Closing date: NA

**Company background:**

Clean Earth design, build, and operate Solar Photovoltaic (PV) and Wind Turbine renewable energy systems throughout the United Kingdom. Founded in 2010, our industry-leading in-house team of engineers, planners and project managers provide a complete turnkey solution for land owners, SMEs and large corporates, incorporating every aspect of the project development process and ensuring Clean Earth are always one step ahead. This unique approach allows Clean Earth to tackle every project head-on, with the in-house resources to provide a truly holistic service.

**Job Description:**

We are looking for a Part time Assistant Accountant to support the Finance Manager and Accounts Team in the maintenance and production of accounts and other financial information. The successful candidate will be expected to assist with routine accounts tasks (entering purchase orders, invoices on Sage, Bank reconciliations, raising sales invoices etc) as well as being capable of producing financial statements, corporation tax returns, budgets etc.

**Responsibilities will include but not exclusively:**

• Monthly management account preparation & reporting to external clients in monthly meetings

• Preparation of annual accounts for review

• Bank reconciliation, posting and balancing

• Monthly wages, petty cash and other journal posting

• Daily bank receipts postings

• Yearly budget preparation for external clients

• Year end audit analysis and communicating with auditors

• Reports on debtors and creditors

• Quarterly VAT return preparation

• Assisting with project costing and analysis

• Other Ad hoc tasks

• Maintaining the purchase ledger and sales ledger

• Assisting with finance duties i.e., preparing and issuing accurate invoices, maintaining project costs via purchase orders, filing, updating all records

• Ensuring Sales & Purchasing information is collated accurately within Sage Line 50

• Dealing with Supplier and Customer Queries

• Looking into inaccuracies and problem solving, reconciling debtor and creditor accounts

• Taking calls from Clients and suppliers

• Booking hotels and recording subsistence payments for the site team

• Inputting timesheets into project costs on Sage

• Assist the team in managing vehicle MOTS, Insurance, repairs etc

• General office duties; answering telephone calls, ordering office supplies, managing incoming and outgoing post, printing and photocopying / scanning

**Essential Requirements:**

• Qualified/part qualified ACA ACCA – (Fully qualified AAT considered)

• Excellent excel skills

• Proactive on system and reporting improvements

• Sage accounts experience

• Able to work as part of a team and autonomously

• Audit experience preferable

**How to Apply:**

• Please send a C.V. and covering letter outlining why you are suitable for the role to chloe.moss@cleanearthenergy.com