

JOB DESCRIPTION

Job Title: Assistant Financial Accountant
Directly reports to: Financial Controller / Senior Financial Accountant
No of Direct Reports: 0
Location: Glasgow (Hybrid working available)

Position Summary:

We are seeking a proactive and detail-oriented **Assistant Financial Accountant** to join our finance team in Glasgow. This role is vital in supporting the accurate and efficient financial operations of the business. The successful candidate will assist with VAT returns, month-end and year-end accounts, audit preparation, and play an important role in both **Accounts Payable and Receivable (AP/AR)** functions.

Responsibilities:

1. VAT & Tax Support:

- Prepare and submit quarterly VAT returns in compliance with HMRC deadlines.
- Reconcile VAT accounts and ensure correct application of VAT across the business.
- Support the investigation and resolution of VAT discrepancies.

2. Month-End and Year-End Close:

- Assist with monthly close processes including journal posting, accruals, and prepayments.
- Perform reconciliations for bank, control, and balance sheet accounts.
- Prepare and review month-end schedules and reports.

3. Year-End Accounts & External Audit:

- Support the production of annual statutory accounts in accordance with UK GAAP.
- Coordinate with auditors during interim and year-end audits, supplying required documentation and explanations.
- Assist in maintaining compliance with internal controls and reporting standards.

4. Transactional Finance – AP/AR:

- Process supplier invoices and employee expenses accurately and in a timely manner.
- Maintain AP ledger including supplier statement reconciliations and payment runs.
- Raise and manage customer invoices, ensuring timely collection of receivables.
- Monitor the AR ledger, following up on overdue accounts and resolving queries.
- Reconcile AP and AR accounts to ensure financial accuracy.

5. Process Improvement & Business Support:

- Assist the finance team and wider business in identifying opportunities for improved processes, automation, and efficiency.
- Contribute to the development and implementation of more effective finance workflows.
- Provide financial data and insight to support strategic decisions and performance monitoring.

6. General Support & Admin Duties:

- Maintain financial records and systems with a high level of accuracy.
- Provide support to the Financial Controller and wider finance team as required.
- Support additional projects including system upgrades or new software rollouts.

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Education and Experience:

- AAT qualified or part-qualified ACCA/CIMA (or similar qualification).
- At least 2 years' experience in a finance or accounting role, including AP and AR.

Specific skills, knowledge, competencies and training:

Essential:

- Solid understanding of core accounting principles, VAT regulations, and financial reporting.
- Strong Excel skills and experience with accounting software (e.g. Sage, Xero, or similar).
- Excellent communication and organisational skills, with an ability to manage deadlines.

Desirable:

- Experience in construction, engineering, or professional services sector.
- Experience supporting process improvement or finance system projects.

Competitive salary and benefits including:

- Hybrid working (3 days in office, 2 remote)
- 34 annual leave including public holiday entitlement
- Company pension scheme plus top-up
- Health and wellbeing support
- Life Assurance and Income Protection
- Health assessments and health cash back plan
- AV and Cycle to Work schemes
- Discounted gym memberships and retail discounts