



We supply leading engineering solutions to our customers all over the world and this is because we have a great team and world class facilities. We innovate, design, manufacture and provide technological equipment particularly for the subsea and offshore industry. Take a look at this vacancy and if you are interested and think you have what it takes, please submit your CV and covering letter by clicking here. Want to chat? Pick up the phone 01326 369 444, we look forward to hearing from you.

Feritech is an equal opportunities employer and welcome applications from all candidates with relevant experience and qualifications.

General Information

Location	Feritech headquarters, Stithians in Cornwall, United Kingdom
Start date	ASAP
Salary Hours Hols	<ul style="list-style-type: none"> • Salary £15.28 to £18.28 per hour dependent on experience • 15hrs per week (initially) • 33 days holidays per annum including bank holidays pro rata • Opt-in private medical, private health care package, cycle to work scheme and technology scheme
Job role	We have a fantastic opportunity for an Accounts Assistant/Finance Administrator who has previous experience working within an accounting clerical role with good numerical skills and intermediate level in Excel. Working as an Accounts Assistant/Finance Administrator you will support the CFO with daily routine processing tasks and other such duties to support the finance function and wider business.
Responsibilities	<p>You will have responsibility for the following:</p> <ul style="list-style-type: none"> • Monitoring account email inboxes • Processing of all supplier invoices into Xero • Acting as part of the contact for supplier queries • Add new suppliers/clients to Xero as and when required • Bank reconciliations including credit cards and expenses • Regular update of Float for purchases and any adhoc expenditure/income • Liaison with Project Managers on debtor management • Managing expense claims within the business • Liaise with Project Mangers to raise client invoices • Preparing weekly supplier payment runs for approval • Assist in VAT preparation and reporting • Credit control administration and assisting with queries • Other adhoc duties as and when required

Essential Prerequisites

- Experience using Xero Accounting software together with Float cashflow
- Previous experience in a similar role
- Adaptive, able to use own initiative and ability to work independently
- Good numerical skills and attention to detail

Preferred Prerequisites

- AAT Level candidates
- Candidates without AAT but with suitable and relevant experience will also be considered