

Job Opportunity

Assistant Financial Accountant / Financial Accountant

Purpose of job	The role will cover a range of core activities detailed below whilst also needing to be flexible and reactive to emerging issues and priorities
Reporting relationships	Senior Financial Accountant (SFA)
Location	Dorset Innovation Park, Winfrith
Employment status	Permanent At Atlas Elektronik UK, we support our staff to create work-life balance and encourage applications from individuals who are looking for part time or condensed hours as well as full time opportunities.

Scope

Be flexible and provide support across the finance team including but not limited to: tax matters (e.g. corporation tax, VAT, PAYE, consideration of overseas tax triggers), carbon footprint reporting, foreign currency monitoring and hedging, financial assessment and analysis of suppliers, processing of expenses and journals. This role will assist with the SFA with various audits and statutory reporting requirements. Assistance will also be required in areas including the assessment of the impacts of changes in Accounting Standards on the business and assessment of current tools for development to enable the function to operate more efficiently.

For the right candidate there is the opportunity to progress in to other aspects of finance such as treasury, advanced tax matters and change management.

Knowledge, skills and personal qualities

- Qualified, Studier / part qualified or qualified by experience
- Good basic tax knowledge (e.g. Corporation tax, VAT and general awareness of tax sensitive items such as entertaining costs)
- Strong excel skills
- Able to prioritise work and meet multiple deadlines, both working as an individual and as part of a team.
- High levels of accuracy and excellent analytical skills
- Seeking to improve processes and knowledge within the team.
- Trustworthiness and respect for confidential information.
- Open minded and thrives on challenge
- Any experience of Microsoft Dynamics AX is useful but not essential
- Experience of implementing new ERP systems would be advantageous but not essential

Key accountabilities may include

- Meeting month end and year end deadlines for all key responsibilities across the team
- Ensuring all statutory obligations are met within the required deadlines
- Supporting the finance team with cover for day to day activities while other team members are on leave as appropriate only

Behavioural requirements

- Team player – values and respects the skills of the team
- Ability to work unsupervised, under own initiative with the drive to improve efficiency and financial performance.

... a sound decision

Behavioural requirements (continued)

- Prepared to multi-task and work flexibly to achieve all deadlines whilst maintaining good communication with all parties
- Willingness and keen to carry out independent research and provide updates to maintain the functions knowledge of changes in corporate reporting, tax and accounting requirements.
- To be open to change and help drive positive change within the business.

More information

The successful candidate must be able to achieve full SC (Security Clearance).

How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to Recruitment@uk.atlas-elektronik.com by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

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