

Job role: *Financial Accountant*

Details

- Permanent (subject to probationary period)
- Location will be in the Leeds city centre.
- 40 Hours per week, initially Monday to Friday 9 -5pm (with an hour for lunch)

Background to PAB

- Policy Administration Business ('PAB') is an exciting newly started IT business which offers Boiler and Heating insurance systems and online installations to businesses to administer efficient and automated sales to the UK householder. Despite its early stage, PAB has agreements with multiple customers and is forecasting significant growth.
- PAB was formed, and is wholly owned, by a number of experienced individuals from the heating, Ecommerce and accounting industries. These individuals have worked in their industries for many years in related businesses
- PAB will be interacting with multiple stakeholders ranging from large corporates, IT system providers to local heating engineers.
- PAB systems will administer the sales, claims and cash flow on behalf of its customers and include complex and interesting accounting processes.

Role

- An exciting, CV enhancing opportunity with an entrepreneurial venture at an exciting and early stage.
- Reporting in to the Finance Director and the Managing Director you will be responsible for assisting and taking a lead role in monthly management accounts and treasury functions of a multi company accounting function.
- The opportunity is an ideal opportunity to take a more lead role in your accounts career and will benefit with the growth and development of the company with guidance from the directors who are both chartered accountants.
- There will be a requirement to be involved in every area of the accounts process and participate in operational and commercial finance decisions.
- There will be the requirement to lead automation projects and design the accounting processes within the accounting function. PAB is using state of the art IT systems and will be using Microsoft NAV for the accounting system.

Job Tasks & responsibilities	Skills & key competencies	Education & Experience
<ul style="list-style-type: none"> • System reconciliations • Direct debit runs • Monthly journals and accrual calculations • Month end reconciliations • Expense processing and payment • Generate monthly accounting packs for all stakeholders • Ad hoc reports & queries • Annual Audit assistance and preparation • Day to day core data • Filing & archive management • Co-ordinate and assist in day to day running of the office. 	<ul style="list-style-type: none"> • Attention to detail and accuracy • Prioritising & self motivating project management • Ability to apply commercial reasoning to business decisions and processes • Problem assessment, logic and problem solving • Quick learner and self starter • Organisational and planning skills • Teamwork skills • Excellent Microsoft office and web based application skills • Flexible and adaptable to fast paced environment 	<ul style="list-style-type: none"> • Part Qualified accountant studying towards either CIMA/ACCA or ACA • Experience required of <ul style="list-style-type: none"> ○ Treasury (including multi bureau direct debit and bank reconciliations) ○ Experience of most accounting areas surrounding month end (including fixed assets, reconciliations, invoice processing and journals) ○ Sales Ledger ○ Purchase ledger • Good GCSE grades in both English and Mathematics

Email with CV and Covering letter Info@pab.uk.com