

ACCOUNTS ASSISTANT

6-MONTH FIXED TERM CONTRACT



Excellence | Integrity | Future Focus

We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.

As cover for a period of up to six-months, we are looking to appoint a temporary Accounts Assistant to provide accounts payable and receivables support to the Operational Finance Team.

On appointment, the successful person will ensure financial processes run efficiently, accurately record information within the Company finance system, and providing effective service levels to internal and external customers.

The successful candidate will:

- Have proven experience of working within an accounts payable and receivables team, ideally within a regulated environment
- Possess a high attention to detail, processing accurate financial information whilst maintaining the relevant ledgers and associated control accounts
- Help review and prepare payment proposals via BACS and other e-banking software
- Validate invoices against purchase orders and ensure all trade invoices are issued correctly and on time



320,000

Properties supplied with water



170 Million

Litres of drinking water per day



21

Natural water sources

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CONTINUED

£25,670 - £29,393

GRADE 3

+ non-contractual bonus related to company performance of up to 6% of basic salary

Hours:

Full-time | Permanent

Holiday:

24 days increasing up to 28 days, plus bank holidays

Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

CLOSING DATE: 4 OCTOBER 2023

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- Validate invoices against purchase orders and ensure all trade invoices are issued correctly and on time
- Have excellent communication skills with a proven track record of problem solving and conveying potentially complex information to a range of stakeholders
- Be highly adaptable with strong multi-tasking skills, adjusting to different or competing deadlines and service delivery needs
- Complete other ad-hoc tasks as requested by the Operational Finance Team Leader
- Have the ability and willingness to demonstrate our core values of 'excellence, integrity and future focus'
- Hold a part AAT qualification or similar accounting qualification and/or experience

What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement

Excellence in water. Always.

Committed to a sustainable future together

Apply Today

If you have the skills and experience to excel as our Accounts Assistant, apply today at jobs@portsmouthwater.co.uk

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

Apply Now