

ACCOUNTS ASSISTANT

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

Portsmouth Water are seeking a Accounts Assistant to join our team and provide comprehensive transactional support to the accounts payable and receivable functions, ensuring financial processes run efficiently, accurately recording information within the Company finance system, and providing effective service levels to internal and external customers.

What will you be doing?

Key Responsibilities

- Help maintain purchase ledger and associated control accounts
- Input invoices, credit notes, payments
- Validate invoices against purchase orders
- Ensure all Customer trade invoices are issued correctly and on time
- Code financial transactions and invoices appropriately
- Reconcile supplier statements received
- Process and prepare customer and supplier payments, staff expenses
- Ensure all payments are submitted via BACS and other e-banking software within the time limit
- Credit Control
- Open water process
- Raise customer invoices accurately when required
- Other ad-hoc tasks as requested by the Operational Finance Team Leader

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320,000

Properties supplied
with water



170 Million

Litres of drinking
water per day



21

Natural water
sources



Excellence | Integrity | Future Focus

£26,491 - £30,334

GRADE 3

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

Hours:

Full-time | Permanent

Holiday:

25 days increasing with every two years of service, 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

Employee Assistance Programme:

Provided by Bupa

Volunteering:

You'll have the chance to participate in Portsmouth Water volunteering days.

CONTINUED

CLOSING DATE: 7th August 2024

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Skills & Competencies

- Part AAT qualified or similar accounting qualification and/or experience
- Proven experience of working within a Company accounts payable/receivable function
- Capable of processing volume, potentially complex financial transactions
- An analytical person with high attention to detail
- Excellent communication skills

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



Excellence | Integrity | Future Focus

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