

Vacancy – Junior Accountant

Due to the ever-expanding growth of the offshore wind market, and our focus on renewable energy an exciting opportunity has come available for a new position of Junior Accountant based out of our UK (Bristol) office. You will have the opportunity to gain experience, knowledge and training to further your Accounting career working for a global forward thinking Company.

Based in our dynamic Finance department, your role will be varied, and you will work closely with our Accounting and Finance teams and clients in Switzerland and the UK. Ideally you will have had some experience working within an accountancy environment and have a basic knowledge of bookkeeping.

Job Summary

The Junior Accountant provides assistance to the Accountant for accountancy, bookkeeping tasks and administrative tasks that are inherent to this position.

Functions and duties

The duties assigned to the Junior Accountant will be varied; these will include but not be limited to the following:

- General accounting functions and AP and AR management.
- Ensure correct execution of domestic and foreign money transfers.
- Processing and preparation of regular intercompany balance confirmations.
- Identify areas within the accounting process for potential improvements.
- Be aware of information security risks and concerns, own responsibilities, and liabilities.
- Support organizational security policy in the course of normal work.
- Reduce the risk of theft, fraud, misuse of facilities and human error.
- Liaise with legal, HR and procurement teams to monitor transactions.
- Respond to all external and internal audit requests regarding the above areas of responsibility.
- Review and respond promptly to ad hoc requests.
- Ensure regular communication with all stakeholders.
- Ensure compliance with all internal policies and procedures.

Qualifications and Experience

- Prior experience of using accounting systems is beneficial but not essential.
- AAT starter/part qualified or equivalent experience.
- Must have knowledge of bookkeeping and general finance process.
- History using Microsoft Dynamics or Quickbooks is advantageous.
- Experience supporting a global finance team is beneficial.
- Experience in an engineering /geotechnical environment is advantageous.
- Able to be flexible, work autonomously and manage varying workloads.

We offer a competitive salary and benefits dependant on experience.

Ready to take on a new challenge in an international offshore company? Apply for the position you are interested in by sending your resume to careers@geoquip-marine.com with the vacancy title as your reference.