



TANGMERE

Accounts Assistant – Maternity Cover

<i>Reporting to:</i>	Company Accountant
<i>Member of:</i>	Finance Team
<i>Hours:</i>	Part-Time 25 – 30 hours per week
<i>Location of the role:</i>	Tangmere, near Chichester

The Company:

Tangmere Airfield Nurseries Ltd is the leading European pepper grower, based near the market town of Chichester in West Sussex, with further large areas of glass in Extremadura, Central Spain. The family run business has shown exceptional sustained growth since its start up in 1989 and is looking forward to its next phase of continued expansion and market growth.

The Role:

Mainly performing duties for the largest of 3 companies. The tasks are varied and include sales & purchase ledgers, bank reconciliations and payroll. Support with the month end close, balance sheet reconciliations and VAT will also be required.

As we are a small team there is significant emphasis placed on teamwork and a keenness to support your colleagues in their duties as the need arises.

The ideal candidate will have a good level of experience at this level, with a can-do attitude and very high standards.

Main Duties:

- Purchase Ledger
- Sales Ledger
- Payroll
- Accounting and reporting for company

Essential Skills, experience, and qualifications:

- AAT qualification is required. Or able to clearly demonstrate qualification by relevant experience.
- Prior experience of working within a finance department of a medium sized Group.
- Payroll experience and knowledge
- Experience of month end procedures, accruals, prepayments, reconciliations
- Able to work to tight deadlines.
- Due to multi company environment, excellent organisation, and communication skills
- Maths and English GCSE (or equivalent) grade C or above
- Good working knowledge of Excel

For more information and to apply please email:

Melanie: peoplemgt@tangmere.co.uk