



IMPACT

Accounts Assistant

The finer detail...





Accounts Assistant The finer print

Accounting is the language of Business

Location: Windermere – moving to Ambleside

Maternity cover 1-year minimum contract.

Based at our global head office, the Accounts Assistant is predominantly responsible for the day-to-day management of the Impact UK purchase ledger, with light duties supporting Impact's 3 Country House Hotels. The successful applicant will work closely with the Assistant Management Accountant and report to the Finance Manager in this role.

Here's some stuff we'd like you to be brilliant at:

- Experience in purchase ledger work, ideally in a busy office environment
- Excellent interpersonal and communications skills
- Ability to work as part of a team and individually
- An aptitude for IT – knowledge of Excel essential
- Ability to work to monthly deadlines
- Ability to deal with potentially complex reconciliations

Key responsibilities

- Setting up new supplier accounts and maintaining existing account details
- Monthly reconciliations of supplier and bank statements, control accounts
- Receiving, checking and paying all purchase invoices, including information for job costing
- Preparing purchase summaries, expenditure analyses for individual departments
- Reconciling Hotel Rezlynx information
- General office duties

Success criteria

The selected candidate will successfully manage internal accounting systems, ensuring they are accurate and completed efficiently. In addition, the candidate will provide reliable data to the finance manager and partake in supplementary ad hoc duties when required.

Accounts Assistant

The finer print

Here's some stuff we're brilliant at:

- The money part – salary is negotiable and competitive (depending on experience). Profit share, bonus scheme and pension scheme are all in there too.
- We're a Great Place to Work® – it's official!
- Wellbeing – health care scheme available to all
- Inspiring and developing – we have a tailored induction process and many opportunities (internally as part of the Impact Academy or externally) to learn, grow and progress in your career
- Celebrating successes – no matter how great or small
- Caring for each other – we always have each other's backs
- Finding opportunities to support our local communities around the world
- Adventure and fun – where else would you celebrate the biggest mistake of the year with a trophy and an awards ceremony?!

Would you like to join our team?

We'd love to hear from you if you like the sound of us
and you think we'll like the sound of you!

Apply via our website

