

## Accounts Assistant

### Part Time

Established in 1868, Kingerlee has been providing high quality buildings in Oxfordshire and the surrounding counties for five generations. We are a family firm with great values and a forward-thinking, energetic approach. We have a passion for construction and thrive on high quality, challenging projects.

Our experience is wide-ranging and includes independent schools, luxury bespoke private homes, university and college projects, hotels & leisure schemes. We believe that we have an enviable track record in new build, conversion, and restoration projects, large and small. We operate in Oxfordshire and the surrounding counties. Supported by an established supply chain and our experienced work force, we have the skills to undertake all types of building projects up to £25 million.

### Job Role

We are looking to recruit an accounts assistant and this will be based at our head office in Kidlington. Reporting to the Finance Manager. You will be part of a small accounts team responsible for (but not limited to)

- Accurate recording and processing of supplier invoices.
- Matching purchase invoices to orders and delivery notes.
- Purchase ledger reconciliation.
- Supplier payment runs.
- Sub-contractor invoice input and payment.

### Experience/Key Requirements

- Experience of working in an accounts role.
- Ability to work with high volume data input.
- Ability to multitask.
- Demonstrate good time management and organisational skills.
- Proficient in MS Office applications.
- Good attention to detail.
- Excellent communication skills.

### In return Kingerlee offer the following

- 25 days paid holiday + Bank Holidays (pro rata for part time).
- Long service leave – additional holiday entitlement after 3 years' service increasing to max 30 days after 10 years' service.
- Pension scheme with 6% employer contributions.
- Life Cover.
- Access to the Employee Assistance Programme.
- Access to training and development.

The role will initially be part time 25 – 30 hours a week split over 4 or 5 days.

## Salary Range

£23,000 - £25,000 pro rata depending on hours

## COVID-19 considerations

To keep our workforce as safe as possible, we have adopted COVID-19 safety measures across our sites and Head Office.

The position is immediately available and If you think you would be a good fit, please email your CV in the first instance to [recruitment@kingerlee.co.uk](mailto:recruitment@kingerlee.co.uk)