

Accounts Manager / Book Keeper

NRI Civils are currently recruiting for an accounts manager / book keeper to join our fun and vibrant hardworking team on a permanent basis.

This is an excellent opportunity for a candidate who has gained valuable experience within an accountancy background, who is looking to further their career working for a multimillion pound company, with future growth plans, keen to learn and become a valuable asset within our company.

About NRI

NRI Civils was formed in 2012, and is involved in the constructing of major Civil Engineering works (Roads and Sewers) and private Groundworks (Foundations, Concrete Floors etc.) for national house builders such as Persimmon Homes, TaylorWimpey, Morris Homes and Orbit Homes and has an annual turnover of circa £13million.

Our management team is based in our Head Office (Great Oakley, Northants) and we are split into four departments.....Construction / Commercial / Buying / Accounts. The whole team benefits from a friendly but cohesive working environment, and our main strengths are being forward thinking by taking a proactive stance on day to day activities which can improve our efficiency and working environment.

Our main objective is to form a 'Partnership' with our clients and suppliers, to continue to provide a personal and professional service.

Responsibilities / Duties;

- Reporting directly to the company directors
- Overseeing all the accounts payable & accounts receivable functions
- Managing the members of the accounts team to maintain their targets
- Bank Reconciliation
- Monitoring Cash Flow
- Process & report on all business overheads
- Process sub-contractor payments, as well as monthly CIS returns to HMRC
- Process VAT Returns and submit to HMRC
- Payments by BACs / Cheque
- Weekly & Monthly supplier payment run's for Director sign off
- Month end processes / reconciliations & journals in the process of assisting with the management accounts
- Reconciliation of company credit cards & processing expense claims
- Liaising with company Accountants for yearend processes

Candidate Attributes

- Polite and professional manor
- Hard working
- Organised and able to manage a small team
- Previous accounting experience is essential
- AAT qualified or qualified by experience
- Sage experience is essential
- Experience with Microsoft Office and general computer literacy
- Good communication skills both verbally and in writing

Working Hours

- Monday to Friday 8am – 5pm
- Lunch hour 12.30pm to 1.30pm

Salary

- Circa £30-35k

Reporting To

- Directors

Applicants Please Email CV to:

- enquiries@nrcivils.co.uk