**Accounts Assistant**

Do you want to work for one of the largest residential developers in the UK and to have an opportunity to develop a successful career? This is your chance to join a fantastic team within Taylor Wimpey.

We are looking for an Accounts Assistant who will assist the Finance Manager with the regional accounting activities, including the preparation, review and reporting of month end accounts, forecasts and budgets.

**The Role:**

* Assist the Finance Manager in the preparation of month end accounts in an efficient and timely manner
* Assist with monthly balance sheet reconciliations and investigation of reconciling items
* Process the weekly Bank Reconciliation for review by the Finance Manager
* Review, check and process employee expense claims
* Process Sales Ledger invoices
* Check and process fortnightly Cheque payments
* Reconcile and process Council tax payments
* Process the monthly CIS Return
* Reporting of quarterly Charitable donations to Head Office
* Reporting of the annual PSA return to Head Office
* Adhoc financial analysis as and when required by the regional business unit
* Cover the role of the Assistant Accountant when needed

**The Person:**

* Studying towards a professional accounting qualification is desirable, but not essential (study support provided)
* Relevant experience in an accounting function
* Intermediate/Advanced Excel skills
* Previous Industry Experience
* Knowledge of COINS an advantage

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

If you are successful at interview and the Company considers making an offer of employment, you may be asked to give your consent to the following pre-employment check[s] being undertaken by our third party provider, Experian (or any other appropriate third party provider that the Company chooses to engage).

The type of checks made will depend on the role in question but may include any or all of the following

Criminal records (DBS);

Credit reference

DVLA

The purpose of such checks will be to assess your suitability for the role. If it subsequently transpires that you have given incorrect, false or misleading information, your application will not be taken further.

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes

and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**