**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 day to day delivery of the Finance Department function, ensuring all supplier invoices are accurately recorded and paid in line with Taylor Wimpey procedures. You will also provide other internal departments and Head Office finance with timely and accurate information throughout the monthly finance reporting cycle.

The successful candidate will be planned and organised, demonstrate customer focus and be able to develop relationships.

**The Role:**

* Match proof of deliveries to invoices
* Process supplier invoices accurately and timely
* Proactively resolve any invoice discrepancies with the appropriate business function
* Prepare and process the approved payment run
* Check and process employee expenses
* Request new accounts in line with Company procedures
* Reconcile supplier statements monthly and resolve queries promptly
* Request missing information where required
* Deal with councils on a monthly basis regarding council tax on part exchange properties and non-domestic rates on show homes
* Apply for any applicable exemptions
* Prepare balance sheet reconciliations for sales and purchase ledger control accounts
* Prepare monthly sales and overhead analysis reports
* Cashbook processing
* Process completion statements
* Assist with fortnightly subcontract payments
* Assist with the completion of any other Finance requests as required by the Finance Manager

**The Person:**

* Previous experience of working in a busy accounts department in a purchase ledger role.
* Previous experience of reconciliation work.
* Working knowledge of MS Office (Excel, Word, Outlook).

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

**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.**