**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.

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

**The Role:**

* Intercompany journals and reconciliations, including liaising with regional Business Units to resolve differences
* Preparation of monthly correcting journals for miscoding, Capex, and certain Opex accruals
* Review of Prepayments schedule prepared by Accounts Payable
* Analysis of timing/permanent differences for cost centres
* Some monthly balance sheet reconciliations
* Dormant company monthly input to Hyperion/One Stream
* Fixed assets reporting
* Monthly cost centre review and analysis for cost centre heads
* Prepare annual tax packs for certain Head Office Opex costs
* Weekly Payroll journal processing
* Daily review of entered AP invoices, Expenses claims, bank postings & bank recs processed by 2 other staff
* Assist Finance Manager with certain salary balance sheet account reconciliation investigations
* Assist Accountant/Finance Manager with cost centres annual budgets and updates bi-annually
* Monthly National Statistics forms for certain Head office entities
* Monthly VAT return for Head Office
* Quarterly charitable donations reporting.

**The Person:**

* Highly numerate, motivated individual who is able to work in a team and use their initiative, providing solutions to their manager on identified problems.
* Willing to roll-up their sleeves and get involved with all aspects of finance within a head office environment.
* Good communication and interpersonal skills.
* Experience in large organisation head office accounts function preferable.
* This is a progressive role with a clear roadmap for progression for the right individual either within the head office finance team or into an operational business unit.
* Part ACCA qualified essential
* Practical experience of an accounting system and Hyperion Enterprise or COGNOS/One Stream desirable.
* Advanced Excel skills important.

**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.**