

Accounts Assistant – job specification

About Zinwave

Zinwave is a rapidly expanding company with principal operations based in Cambridge, UK. Zinwave is led by a management team with extensive experience across the wireless systems industry and international telecommunications markets. Our Cambridge site includes comprehensive engineering facilities with operations and product support. Sales and support for system integrator partners world-wide is provided from offices in the UK and the US.

Zinwave now require an Accounts Assistant to start in June 2010

Job description

- Process purchase ledger invoices and relevant payments
- Process sales invoices and related credit control activities
- Manage cash books and bank reconciliations
- Prepare accounts to trial balance
- UK and US payroll
- Accruals and prepayments
- VAT returns and EC Sales Listings
- Fixed asset register
- Assist the Financial Controller
- Various adhoc duties (e.g. post, P11d, accounts analysis, posting journals)

The candidate

- Strong spreadsheet skills (should include pivot tables)
- Eye for detail
- Self Motivating
- UK Payroll experience
- SAP knowledge would be advantageous

The interview

- The first interview will be with Karen Harland (Financial Controller and acting CFO)
- An excel assessment and a journal entry assessment will be carried out at the start of the first interview

If you are interested in the role, and think your skill set matches the job specification, please email your cv to recruitment@zinwave.com with Accounts Assistant in the subject line