

**Company name** RNA Automation Ltd

**Job title** Assistant Accountant

**Job Occupation** Accountancy

**Job description** Are you a recently qualified accounting professional looking for your next role as an Assistant Accountant? Minimum of one year's previous accounts office experience essential.

We are a market leading manufacturing company with a 120 year history, who wish to add an Assistant Accountant to our team. Reporting to the Accounts Office Manager this role offers an excellent opportunity for someone ready to make the next step in their career and future progression.

#### **The role**

- To assist in the day to day processes and preparation of quarterly management accounts for one of the business units, including accruals, prepayments and intercompany adjustments.
- Undertake Balance Sheet reconciliations, VAT returns, Accounts Payable, Accounts Receivable and Bank reconciliations.
- Prepare statistics for the Group parent in Germany.
- Prepare annual budgets and forecasts.
- Responsible for WIP reports
- Monthly payroll, expenses claims etc.

#### **Skills**

- AAT or similar qualified.
- Experience with Sage
- Knowledge of export/import an advantage.
- Attention to detail.
- Strong verbal and written communication skills.

**Location** Birmingham

**Job type** Full time

**Industry type** Engineering

**Job function** Accounting team

**Job level** N/A

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**Web link** [www.rnaautomation.com](http://www.rnaautomation.com)