

## Job Description

**Job title: Accounts Assistant**

**Team: Finance**

**Reports to: Management Accountant**

**Hours: Permanent full-time or part-time role (min 25 hours a week over 5 days covering core hours)**

**Salary : £25,000**

**Location: Bristol & Bath Science Park. Hybrid working role – 60% of time to be spent on-site.**

### Working at IAAPS

At IAAPS, we strive to attract and select the brightest minds to be part of our team. In this role you will be working within a highly collaborative and cross-disciplinary team, and it is important to us that you can work in a way that reflects the values we believe in. Our values are:



### What's involved?

The IAAPS facility is a world-class, purpose-built facility, encompassing state of the art test cells, collaboration space and offices. There's approximately 11,000 sqm of building waiting for our team to arrive! The exceptional quality of the work we do at IAAPS, and the service we provide to all our stakeholders is part of who we are; there's no room for 'good enough'.

The role could be full-time or part-time, with 25 hours spread over 5 days a week, being the minimum cover required. These hours will cover core hours of 10am-2pm as a minimum, with the flexibility to support a working arrangement to suit your needs, including hybrid working.

The role will involve:

- > Providing high-quality support for customer projects being delivered by the engineering team, including ensuring supplier invoices, expenses and timesheet transactions are recorded accurately by project, and raising the subsequent customer invoices and management of credit control activities.
- > Assist in the preparation of monthly management accounts and financial reports.

- > Manage accounts payable and receivable processes, ensuring timely and accurate transactions.
- > Support budget preparation and financial forecasting activities.
- > Collaborate with cross-functional teams to provide financial insights and support.
- > Responsibility for weekly bank reconciliation.
- > Monitor cash flow.
- > Ensuring transactions and other financial processes are compliant with relevant accounting, and legal standards as well as the financial policies set out by IAAPS.
- > Maintaining collaborative working relationships with the University of Bath Finance and Procurement team.

## What do I need?

- > Minimum of AAT Level 3 qualification or equivalent experience.
- > Proven experience of working in a similar role.
- > Previous experience of providing financial support on a variety of project-related tasks would be highly desirable.
- > Strong IT and analytical skills and good working knowledge of MS Excel for financial purposes.
- > Good communication and relationship-building skills; ability to maintain successful working collaborations across IAAPS.
- > Excellent attention to detail, with the ability to manage competing demands and deadlines across multiple work activities.
- > A collaborative, proactive self-starter; confident owning activities and processes and working with the team to drive improvements. Able to act on initiative, with proactivity, to move processes on.
- > A drive to learn by seeking out learning opportunities and engaging in meaningful development.
- > Demonstrates drive for continuous improvement; seeks out opportunities for improving the quality of our processes.
- > Compliance to our ISO9001 Quality Management and ISO27001 Information Security Management System Policies and Procedures.