

## **Assistant Accountant/Finance Assistant, Glasgow - Top 3 Managed Cloud Computing Company**

### **Salary**

£18,000 to £25,000 per annum DOE

### **The Company**

iomart is one of the leading providers of cloud computing and managed hosting. Headquartered in Glasgow, iomart employs over 350 talented staff in offices and datacentres across the UK. Originally founded in 1998, it is listed on the London Stock Exchange and specialises in delivering cloud consultancy, facilitation and digital transformation to ISVs, SMEs, enterprises and the UK public sector.

iomart's employees help enable any size of business and organisations to operate their online data and IT environments safely and securely. Our technical staff are experts in public, private and hybrid cloud solutions - including AWS and Microsoft Azure – as well as data centre and network engineering. iomart owns and operates a network of UK data centres connected by a high capacity private fibre network and backed by 24/7 technical support.

iomart Group plc is delighted to offer this opportunity to join one of the UK's leading managed hosting companies.

### **Role Description**

- You will be responsible for various day-to-day finance tasks across a number of Group brands.
- This role would be well suited to a recent graduate who wants to gain experience within a fast-paced finance department or a more experienced assistant accountant.

### **Primary Role and Responsibilities**

- Raise sales invoices / credits
- Code and process purchase invoices
- Allocate payments
- Maintain various mailboxes
- Reconcile expense claims
- Reconcile credit card transactions
- Post day to day banking transactions
- Chase outstanding debt
- Process/upload Direct Debit files
- Assist with month end accounts schedules
- Assist with audit requests
- Reconcile supplier statements
- Prepare ad hoc analysis as required
- Filing
- Submit various external reports

### **Knowledge, Skills and Experience**

- Knowledge of Accounting principles, be that through study (minimum 2:1 Honours degree required) or experience (5+ years working within an accounting department)
- Good Microsoft Excel skills
- Possess the ability to work under pressure and work to strict deadlines
- Friendly, with excellent interpersonal and communication skills
- Possess a hands-on, can-do attitude
- Experience of Microsoft Great Plains, Xero or FreeAgent would be advantageous

**What do we offer in return?**

- We'll treat you to lunch once a month
- ½ Day off on your Birthday
- Long service benefits
- Breakfast on us every day including a hot roll on Fridays
- Snacks, drinks and fruit all day, everyday
- Pension
- Free onsite car parking (excellent public transport links for non-drivers)
- Sharesave and childcare voucher schemes

**Training & Development**

As you can gather, we have a relaxed and friendly working environment but don't be fooled; you will be working with some of the country's best talent and greatest technical experts. We want our people to thrive, prosper and to leave work every day feeling valued and that they have made a difference. Talented, motivated and creative people lie at the heart of our success so we invest heavily in our people and their professional and personal development through our online training portal and Management and Leadership Development Programme.