

GILPIN DEMOLITION GROUP



Whitecleave Quarry
Plymouth Road
Buckfastleigh
Devon, TQ11 0DQ
Tel: 01364 644611
office@gilpindemolition.com

ACCOUNTANTS SUPPORT

Gilpin Demolition Group is a leading demolition, environmental and waste contractor who is currently experiencing an increase in the number of projects across the South West.

We are looking to recruit a new full time Monday to Friday accountants support clerk working alongside the Company Accountant and Finance Director. This is a fantastic opportunity for an ambitious individual to establish themselves in a growing team and take a step towards building a successful accounts career in the industry. Within your role you will be expected to build your knowledge to create profit and loss accounts and verify data to support the financial management of the companies.

You will be looking to develop your career in business accounting and already have some experience or working at Level 4 AAT or similar qualification. You will have strong word processing and typing skills and relevant skills such as IT, organisational and presentation skills, as well as the ability to multi-task and work well under pressure.

General Duties

- Using a variety of software packages, such as Sage Line 50, Sage Payroll, Microsoft Word, Outlook, PowerPoint, Excel.
- Maintain spreadsheets and databases & data entry
- Account reconciliation
- Preparation of material for budgets and forecasts
- Payment of clients and contractors
- Invoicing and statements
- General administration support to the accounts department

Desired Qualifications

- Experience in accounting
- Currently studying AAT Level 4 or equivalent
- Strong IT Skills & a keen eye for detail and accuracy
- Ambitious and willing to learn and grow with the help of a mentor.
- Proactive and forward-thinking nature.
- Ability to prioritise workload

Company Benefits

- Salary based on skills and experience £15,000 - £18,500
- We will support this role as an apprentice if you are currently studying or looking to study or a more experienced person and salary will reflect this
- Training and additional learning supported
- 29 paid days holiday a year
- Pension where eligible

Contact Information

Please send in your CV to our Finance Director Georgina Gilpin on:

Email: Georgina.Gilpin@gilpindemolition.com

Tel: 01364 644611

Mob: 0791 991 3238

www.gilpindemolitiongroup.com

Co. Reg. No: 07513166
Registered Office 3 Southernhay West, Exeter, EX1 1JG