

Accounts Manager(Chester, Wrexham, N/Wales)

£22,000 per annum

Trade Effluent Services Ltd provide recycling and waste management services to customers in the North West and throughout Wales. A vacancy has arisen within our Accounts Office in Wrexham for a Manager to lead the core accountancy functions within the business.

The Accounts Manager will be required to lead a small team providing a full financial service to the business in the most cost effective manner and to suitably recognised standards.

The Role:-

- Management of the accounts/admin team.
- Controlling income and expenditure
- Preparation of monthly management reports and budgets
- Operate payroll system to include R.T.I. submission and annual returns
- Reconciliation of bank and credit card accounts.
- Prepare and submit quarterly VAT returns.
- Develop and manage financial systems/policies
- Work with accounts system to develop account reporting procedures and financial analysis.
- Answer the telephone, take messages, and deal with incoming and outgoing mail.
- Undertake additional duties from time to time for which the post-holder is deemed competent.

Hours: Monday to Friday 9am to 5pm

The Candidate:-	
Qualifications <ul style="list-style-type: none"> • ACCA or equivalent (partial considered) • Degree level qualification 	Experience <ul style="list-style-type: none"> • Managerial experience • Sage Accounts (3 years) • Sage Payroll including R.T.I. • Management Accounts • Budgets
Knowledge <ul style="list-style-type: none"> • Sage Line 50 Accounts • Sage Payroll • Accruals • MS Word & Excel 	Characteristics <ul style="list-style-type: none"> • Conscientious • Self-motivated • Initiative • Excellent analytical and numerical ability • Good communication skills

Pay is commensurate with skills and experience. To make your application please send a CV and covering letter by email to vacancies@tradeeffluent.com or by post to:- Trade Effluent Services Ltd, Hugmore House Hugmore Lane, Llanypwll, Wrexham. LL13 9YE.