



LANTERN

Assistant Management Accountant

- **Pudsey LS28 – with great links to public transport and local amenities**
- **Salary: up to £28,000.00 per annum**
- **10% of salary annual bonus**
- **Hybrid working arrangements (home and office)**
- **Profit share scheme**
- **23 days of annual leave (rising with service) + public holidays**
- **Competitive healthcare scheme**

About Us

Do you want to join a business that is driven in providing excellent service to our customers and also to our team? Lantern is proud to have **GOLD** accreditations from both Investor in Customers (IIC) and Investors in People (IIP).

We're a market leader in purchasing and recovering debt in a fair and compliant way. Our expertise in supporting vulnerable customers has contributed to our success and considerable growth in recent years. Our customers know and trust us and, because of this, we are recognised as the specialist within our sector.

With significant investment, we are continuing our journey and creating exciting new opportunities for talented people who are passionate about delivering brilliant customer service to join our team. If you'd like to know more about us, why not visit our website www.lanternuk.com/who-we-are/our-promise-to-you.

About the role

As an assistant management accountant you will be responsible for the preparation of the company's management accounts & payroll processing. This involves adhering to strict deadlines, maintaining relationships with other departments, supporting other team members, resolution of queries, to support the management accountant with the smooth running of the finance department. A high degree of accuracy & a proactive nature is essential for this role.

Month end routines

- Preparation of monthly management accounts.
- Preparing, challenging, and maintaining full accruals, prepayment & cost centre schedules.
- Providing analytical commentary with proactive actions for balance sheet reconciliations.
- Posting of journals & maintenance of the journal log.

Payroll processing

- Preparation of monthly payroll – including query resolution.
- Reconciliation of payroll to management accounts & commentary.
- Preparation of PSA & P11D(B) return.
- Maintaining SOPs

Additional duties



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- Compiling deliverables for year-end statutory audit & assist with auditor queries.
- Cover for Finance colleagues during holidays/absence.
- Taking responsibility for risk and compliance within the remit of your role.
- Submitting ONS returns accurately and on time.
- Management of sales ledger.

What you'll need

- To have worked previously in an accounting role and hold an AAT qualification, or to be qualified by experience.
- Be an advanced user of Microsoft Office Packages, in particular excel plus Sage 200. Within excel you will be confident in performing tasks such as creating pivot tables, carrying out v lookups & Sum-ifs.
- Be used to prioritising workloads and able to work in a fast-paced environment, whilst demonstrating a flexible approach in responding to changing requirements to suit business needs. You will be used to working to tight deadlines/SLAs and able to meet targets without compromising on accuracy, quality and volume of work.
- To have clear written and verbal communication skills. You will thrive in working within a team and contribute positively to team engagement.
- This role is ideal for someone who can demonstrate a positive attitude and has both the potential and ambition to develop their career within a finance department.

Benefits

- **Salary: up to £28k per annum**
- 10% of salary annual bonus
- 23 holidays (rising to 25 with length of service) plus all public holidays.
- A friendly office environment to work in with the ability to work from home.
- Great training, lots of support and be part of a team that regularly recognises and rewards great performance.
- A very rewarding long-term incentive scheme.
- Pension (free advice through an independent financial advisor to help you with your financial planning and saving for your future).
- Great benefits to enjoy with family members, from our healthcare, wellbeing, and cash plan policy.
- Gym discounts.
- Employee and family assistance services.
- Life assurance.
- Free on-site parking.

Our promise to you

We'll treat you as an individual – You have unique strengths, so we'll do what we can to play to them.

We'll keep listening and talking – Communication is key in any relationship and we truly value employee input.

We'll help you grow – We admire ambition. If you want to progress, we'll help you find and seize opportunities.



LANTERN

We'll keep it fun – We thoroughly believe work should be enjoyable and our culture reflects that.

Next Steps

Please send your CV and a brief covering note telling us why you want to join Lantern to careers@lanternuk.com.

1st stage interviews will be by telephone and final stage interviews will take place at our offices in Pudsey, Leeds.

Due to the nature of our sector, any offer of employment will be conditional and subject to satisfactory background checks (Employment references, DBS Basic and Credit file check).