

## **THE ROLE**

We're a small company with a Big Heart – and we show it every day in our values. You'll be joining a strong ethics, we do the right thing by each other. You'll have responsibility for the company's purchase ledger ensuring accurate and regular processing of purchases invoices and timely payment to correct suppliers. To take responsibility for the company's bank accounts including checking and posting daily receipts and payments into Sage 50 Accounts and producing bank reconciliations at the month end. We're FCA regulated and that means, we need people to join us who know what the "right way" to do things really means. We have policies, procedures and checks that colleagues need to adhere to so it's important that you understand the responsibilities of a role like this. We also hope to hear from you if you can demonstrate at least 12 months experience within an accounting role, with 5 GCSE's (A-C Grade), including Maths, and it is essential that you are computer literate with a good knowledge of Excel, pivot tables and Sage Line 50.

## **WHO WE ARE LOOKING FOR**

You'll ideally have some experience within a regulated environment, in a finance department. We'll welcome applications from part qualified candidates and we'll look to offering support with your CPD on successful completion of a probationary period. We are looking for candidates who can work well independently and as part of a team, someone who looks beyond the boundaries of their own job to support others, and can work at all times within CSA, FCA, ICO & all other Regulatory Rules & Guidelines. You'll know what looks and feels right. These behaviours are really important to us at Lantern because they're important to not only our customers but to stakeholders across the business. It would be really helpful if you have worked in a similar environment to ours so have a look at our website to learn more about us at [www.lanternuk.com](http://www.lanternuk.com).

## **WHAT YOU'LL BE DOING**

- Preparation of monthly accounts
- Assist the Head of Finance with monthly board pack content and KPIs
- Preparation and maintenance of monthly accruals and prepayment schedules
- Preparation of monthly debt book amortisation and fixed assets depreciation schedules
- Preparation of key balance sheet reconciliations
- Calculation of month end credit balances
- Posting of journals
- Review month end bank reconciliations

## **WHAT YOU'LL GET IN RETURN**

- A really competitive salary of up to **£27,000 DOE**
- Monday to Friday 37.5 hours per week.
- Up to 10% bonus paid annually
- Up to 5% employer contribution to your pension plan
- Generous Healthcare Cash Plan
- 23 days holiday (Rising to 26 days with length of service) + Bank holidays
- Free Parking
- Other benefits associated with forward thinking companies, including really great recognition schemes
- A newly refurbished office environment with modern facilities because where you work is just as important as what you do.

## **THE LANTERN PROMISE**

- **We'll treat you as an individual** - With the respect you deserve, like we ourselves would want to be treated
- **We'll keep listening & talking** - Taking the time to hear your views, and keeping you in the loop with ours.
- **We'll help you grow** - Giving you chances to step up in your role and move up in the organisation.
- **We know that it's important to make room for fun** - Because while work can be many things, it should also be enjoyable.

## **NEXT STEPS**

- Please apply via the link below with full details of your experience and work history.
- **Due to the nature of our business, any offer of employment will be subject to satisfactory background checks (DBS Basic and Employment Credit file check).**
- **Closing Date 20<sup>th</sup> February 2019**

[https://lanternuk.flatfeerecruiterjobs.co.uk/career\\_vacancies\\_view.html.php?ID=7871&Source=LanternCareers](https://lanternuk.flatfeerecruiterjobs.co.uk/career_vacancies_view.html.php?ID=7871&Source=LanternCareers)