

shentonggroup Vacancy - Bookkeeper

Job Title: Bookkeeper

Location: Andover, Hampshire

This is an office role based from our HQ in Andover Hampshire for which you will be required to have exceptional organisational skills, be a confidential, positive and trustworthy person with excellent accounting and IT skills. A hard working and positive attitude with a willingness to learn is mandatory as well as a good commercial understanding.

About shentonggroup

The UK's Leading Technical Experts in Standby Power, Uninterruptible Power Supplies and Combined Heat and Power Systems.

A thriving business, with 36 years in the standby power and energy efficiency markets, shentonggroup supply, install, hire and maintain critical power systems and associated equipment, such as generators, UPS systems, switchgear and CHP (Combined Heat and Power). We have a strong family management structure, and high standards of performance and ethics. We have a mature financial position. We trade from multiple locations around the UK, and you would be part of a team of circa 70 staff.

We have robust staff development policies, and offer substantial opportunities for stable long term employment.

You will be responsible to – Finance Manager

The areas of responsibility are:

- Daily Bank Reconciliation
- Incoming Payments
- Petty Cash
- Supplier Invoices
- Supplier Payment Runs
- Trade Loan Management
- HMRC CIS Declarations
- Euro Payments
- Expense payments
- Company Credit Card Statements & Input
- Supplier Statements
- Cashflow Monitoring
- Administration
- Ad-hoc Queries
- Assisting with Financial Year End

Required skills include:

- Excellent organisational and time management skills, with the ability to coordinate multiple projects simultaneously
- Efficiency
- Strong communication skills – confident talking to people at all levels
- A sharp and proactive mind
- SAP Business One software experience/skills would be beneficial but will be trained if required
- Knowledge of Microsoft Excel
- Ability to work under pressure to tight deadlines
- Ability to work extended hours as the needs of the department require
- A determined and driven attitude
- Team Player

Your package will include:

- Working hours of 9am – 3pm, Monday – Friday (other working hours would be considered for the right candidate)
- Attractive salary, commensurate with experience and ability
- 25 days annual leave plus Bank Holidays, increasing through company loyalty programme

To express an interest in this role, please send your CV to careers@shentongroup.co.uk