

ACCOUNTS ASSISTANT

CHELTENHAM

POSITION TYPE

At iPipeline, we pride ourselves on our culture. We believe in an enthusiastic atmosphere, encourage innovation, depend on creativity, and strive for success. We value our employees and understand that our continued success as a company relies heavily on the success of every individual. Our employees describe iPipeline offices as fun, energetic, 'can do', professional environments.

We empower our people and provide them with the opportunity to pursue personal growth and career aspirations. We work hard and play hard. We celebrate success.

As the market leader in our industry, we deliver ground-breaking and award-winning technology to the financial services industry. Working at iPipeline allows you to play a huge part in making it easier for our customers to protect and secure the financial futures of consumers' families.

Find out more at www.ipipeline.com/uk/



YOU CAN ENJOY:

- Innovative, inclusive and focused environment
- Flexible working
- Work/life balance
- New, contemporary, open-plan office space in central Cheltenham
- Company matched pension benefits
- Generous Life and Critical Illness Cover
- Perkbox membership (discounts and freebies)
- Competitive holiday allowance
- Well stocked kitchen of free soft drinks, tea, coffee and fruit
- An annual wellness allowance to keep you happy and healthy

PURPOSE OF THE ROLE:

Administering the Finance function to ensure the smooth running of regular processes including invoicing, month end preparation and banking. This role would suit someone looking for their first role in finance or a development position.

Responsibilities include:

- Raising customer invoices for two companies
- Daily banking reconciliations
- Processing of employee expenses
- Overseeing accounts payable process including Purchase Orders and invoice processing
- Managing and actioning emails received in finance inbox
- Preparing supplier payment runs
- Petty Cash management
- Pensions administration
- Jira task management

SKILLS:

- Desire to study or studying towards AAT or other equivalent
- Good working knowledge of Excel
- Attention to detail
- Previous experience with commercial or accounting systems useful though not essential
- Previous use of Salesforce would be useful though not essential

DON'T HAVE EVERYTHING WE'VE ASKED FOR?

Don't worry.

You might not have everything listed above but you might have some valuable transferable skills and experience.

You might be returning from a career break or feel you have taken a wrong turn in your career.

At iPipeline, it's about you and what makes you tick, not ticking every box.

To apply please email cheltenham.recruitment@ipipeline.com with your CV and covering note (don't forget to include those transferable skills).

For information on how we store applicant information, please see our [Job Application Privacy Policy](#).