

## Advert

### We are Looking for an Accounts Assistant to join Our Finance Team at Lindsey Marsh Drainage Board, Manby, Louth

#### We offer an attractive Remuneration Package

**Salary:** £24,846 - £28,359 (dependent on level of experience)

**Holidays:** from 23 rising to 27 days plus eight bank holidays and three additional statutory days

**Pension:** Local Government Pension Scheme (defined benefit)

**Working Hours:** 74 hours over a nine-day fortnight. Every other Friday is your time!

**Working Environment:** Supportive, collaborative, one team approach

**Development:** Ongoing staff training and development

The successful candidate will be self-motivated, enthusiastic and organised. Accuracy and attention to detail is key and candidates should have experience of accounting systems and practices and be proficient in the use of MS Excel and Word. Good communication and active listening skills and the ability to follow procedures and processes are also essential to the role.

Experience using SAGE 200 accounting system is desirable.

Duties will include:

1. Processing invoices and purchase orders.
2. Processing payments and receipts in the SAGE accounting system.
3. Undertaking banking related tasks including payment runs.
4. Reconciling accounts data to ensure accuracy.
5. Processing stock information.
6. Processing time sheet data and importing data.
7. Identifying and resolving errors in financial records.
8. Liaising with customers and suppliers.
9. Filing financial records.
10. Creating and maintaining spreadsheets.
11. Supporting team members to create resilience in the team and a strong 'one team' approach.
12. Communicating with relevant stakeholders within the Organisation and with external partners/Bodies where required.

The Finance Team supports the organisation in managing its finances to be able to operate efficiently, and candidates will need to fully engage in the role the Board plays in the services it provides to the public in order to contribute effectively to the Team.

Commitment and loyalty to the organisation is important to us and we are looking for someone with a genuine interest in the work of the Boards who is keen to learn and progress in the role.

Part-time hours may be considered for this role with a minimum requirement of 30 hours per week and Monday and Friday working days are essential.

For further information please telephone Nicola Hind on 01507 328095. Application forms are available on our website <https://www.wmc-idbs.org.uk/notices-adverts> and should be accompanied by a letter explaining why you are the best candidate for the role.

**Only complete application forms with an accompanying letter will be considered.**

**Closing date for receipt of applications: 24th January 2025**