



Assistant Accountant

Full time (37.5 hours per week), 9-12 month contract (Maternity Cover)
Generous company pension, on-site parking
Reporting to Financial Accounting Manager

Role Outline

The Severn Valley Railway is a heritage railway and recognised as one of the best visitor attractions in the area and has a strong focus on the visitor experience.

This role will be working for Severn Valley Railway (Holdings) plc, a not for profit organisation, with a turnover circa £8m per annum.

A varied role reporting to the Financial Accounting Manager, the Assistant Accountant will provide assistance to the accounting team in all areas of financial accounts.

Duties and Responsibilities

- Credit card payment reconciliations
- Accruals and prepayments
- Purchase ledger accruals
- General ledger postings
- Month end journals
- Bank reconciliation
- Balance Sheet Reconciliations
- VAT returns
- Monitoring shares purchases
- Processing adhoc off priority payments
- Adhoc assistance to sales ledger
- Adhoc assistant to purchase ledger
- Preparation of finance year end reconciliations
- Assisting in the year end audit, providing reports for auditors
- General adhoc accounting tasks as and when required

Key Relationships

- Financial Accounting Manager
- Management Accountant
- Finance team colleagues



Skills Required

- Attention to detail
- Organisation and time management
- Ability to work as part of a team
- Professional and courteous manner

Qualifications, knowledge and experience required

- AAT (Level 3 or equivalent)
- Experience working in a busy finance team
- Good working knowledge of MS Office, eg Word, Outlook, Teams and Excel (intermediate to advanced)
- Experience of Pegasus Opera and implicit an advantage