



ALBION VALVES (UK) LIMITED

FINANCE OFFICER / ACCOUNTS ASSISTANT

DODWORTH, BARNSELY

Albion Valves (UK) Ltd specialises in the distribution of valves and pipeline products into the UK reseller and export markets.

Established in Barnsley since 1995, the company is a privately-owned supplier of valves, controls and fittings, which are sold into the heating, ventilating and air-conditioning industries (HVAC) as well as into the general industrial market.

A vacancy has arisen for a full-time **Finance Officer / Accounts Assistant** based in Dodworth near Barnsley. The role is an exciting opportunity, working closely with the Financial Director and alongside our current Finance Officer. Be part of a friendly, fast paced, modern and forward thinking business.

The ideal candidate must have experience in an accounts department and be able to undertake purchase ledger, credit control, bank reconciliations, accruals and prepayments, balance sheet preparation and annual audit participation. Our ideal candidate demonstrates interest in management accounting activities and should also have excellent organisational skills and be able to handle time-sensitive tasks.

The candidate must have a positive personality, promote best accounting practice, be driven, self-motivated and capable of working independently, managing your own workload to meet tight deadlines and a proactive approach.

In depth knowledge of Microsoft Office packages such as Excel, Outlook and Word is essential. In addition experience of Business Central is an advantage.

This is an important role within the Company, which is reflected in the competitive salary and benefits package on offer, which includes Private Healthcare, Pension, Life Assurance and Company Bonus Scheme.

Please send your CV and covering letter to Steve Bloomer, Financial Director, Albion Valves (UK) Ltd, Fallbank Industrial Estate, Dodworth, Barnsley, S75 3LS, or e-mail to vacancies@albionvalvesuk.com