



Accounts Assistant / Finance Co-Ordinator

About ION Science Ltd:

ION Science has over 37 years of industry experience designing, manufacturing, and supplying PID gas sensors, gas detection instruments and leak detectors for a wide range of industries and applications. We are an unrivalled worldwide gas and leak detection company, with a team of workers who strive to deliver exceptional product quality and customer satisfaction. In 2022 ION Science were awarded the Queen's award for Enterprise for MiniPID Sensors. This is a fantastic opportunity to join our dynamic and growing team and be part of a well-recognised brand associated with quality.

The finance team are based at ION Science's head office in Fowlmere, but have responsibility for Shawcity as well, a sister company of ION Science.

THE ROLE:

This position will report into the Financial Controller. Covering both ION Science and Shawcity, the role will include the following responsibilities:

- Credit Control including setting credit limits
- Input new customer and supplier details into the accounting system
- Preparation of fortnightly and adhoc payment runs on the banking system, and allocation of those payments on the accounting system
- Credit card claims
- Processing of employee expenses
- Processing sales invoices in SAP, sending dispatch documents to customers and creating delivery notes
- Assist with supplier, customer and internal team queries by email and phone
- Bank reconciliations
- Reconciling debtor and creditor ledgers
- Support and cover other team members, including some supplier invoice processing
- Potential opportunities to grow/develop in the role could include:
 - Maintaining the fixed asset register and journaling depreciation
 - Month end prepayments, accruals, deferred income
 - Preparation of VAT returns
 - Review of GRNI and open deliveries
 - Collate information for, and assist with, the year end audit

SKILLS REQUIRED:

- Communication skills (both written and verbal)
- Excellent organisational skills, ability to work under pressure and to multitask
- Attention to detail

EXPERIENCE AND QUALIFICATIONS REQUIRED:

- Previous experience working in an accounts department is essential
- Experience working in credit control
- Experience working in accounts payable
- Experience of banking
- Ideally hold AAT or bookkeeping qualifications
- Ideally have experience with SAP Business 1.

BENEFITS:

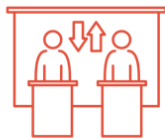
- 25 days annual leave + Bank Holidays (annual holiday increasing with service)
- Excellent employer pension contributions of 8% after probation
- Life Assurance of 4 times of pensionable salary
- In-house training
- Discretionary Annual Bonus
- On site shower & changing facilities
- Long term service awards
- Monthly lunch & drinks laid on by the company
- Sick Pay
- Christmas party
- On-site parking
- Private Medical with AXA
- Bike Purchase Scheme
- Car share scheme
- Early finish on Fridays

WORKING PATTERN:

- Monday to Thursday: 08:30 – 17:00
- Friday: 08:30 –15:45
- Immediate start available
- Full time – Permanent position

LOCATION:

This role is based at the ION Science head office, located in Fowlmere, 10 miles south of Cambridge. The role is required for you to be on site.

Our Core Values:**Fun****Embrace
change****Respectful****Responsive****Challenge the
status QUO****Committed**

See what our employees have to say about working at ION: <https://ionscience.com/en/careers/>

Due to the high volume of CVs we receive, it might not be possible to provide feedback to all applicants. If you are successful, we will be in touch to arrange a call with our recruitment manager.