

Assistant Accountant

Financial support for ACCA/CIMA qualifications available

ABOUT US

geo is creating a sustainable future where homes automatically and seamlessly manage their overall consumption and carbon footprint. In addition to providing management and optimisation systems and data analysis for solar, EVs, batteries and home heating, the company is a leading supplier of in-home displays to the UK Smart Metering programme.

geo has deployed more than 7.5 million devices to date, saving an estimated 25 terawatt hours of energy as a result.

We have a stunning, spacious office on the outskirts of Cambridge. With a flexible approach to working, we offer hybrid working as standard and remote working for those who would prefer to work primarily from home.

THE OPPORTUNITY

This is a varied and interesting role reporting directly to the Financial Controller. You will be responsible for supporting a range of Finance team processes and outputs, including cash management, revenue and margin analysis, transaction processing and month-end reporting, whilst drawing upon a sound grasp of fundamental accounting concepts. The ideal candidate will be a part-qualified accounting technician or hold a relevant degree, with the desire to begin or continue their professional studies toward ACCA or CIMA (or similar). The postholder will have high attention to detail, excellent communication skills and an interest in building experience across the range of Finance team activities. Responsibilities:

- Assist with monthly management accounts, working closely with the Financial Accountant
- Work with colleagues in the Sales team to maintain a comprehensive view of the revenue forecast, through to the delivery of finished goods, including reporting on gross margins
- Maintain a detailed knowledge of inventory and cost of sales management, including monitoring variances to standard costs, working with the Production team
- Support processes and reporting regarding expenditure analysis and cost reallocations
- Support the delivery of performance reporting across strategies, projects and functions
- Co-ordinate inputs to the monthly payroll and support associated reporting requirements
- Contribute to the maintenance of an established cash flow forecasting model
- Processing sales invoices, purchase invoices, staff expense claims and corporate credit cards

- Lead credit control for sales invoicing, working with colleagues in the Sales team as required
- Daily banking, including posting bank transactions into the ERP system and raising payments
- Assist with the annual audit, annual R&D tax claim and quarterly VAT Return
- Ad-hoc duties as reasonably required

ABOUT YOU

Must haves:

- Part-qualified accountant (or hold a relevant degree, seeking to pursue professional studies)
- Practical experience of financial transaction processing, reconciliations and reporting
- Strong Excel skills (including pivot tables and vlookups)
- Good written and verbal communication skills
- Ability to prioritise tasks and work to deadlines
- An interest in production accounting and financial systems

Great to haves:

- Experience of working in a start-up or SME environment
- Experience of Microsoft Navision

Personal qualities:

- Meticulous, proactive, and enthusiastic, with a keen eye for detail
- Curious; actively seeks out opportunities
- Self-motivated with the desire and energy to get things done
- Willingness to adapt to a variable role and great at interacting with a mix of people

WHAT WE CAN OFFER YOU

We offer the chance to work with talented and passionate people who genuinely care about each other and respect everyone's role across team and ability. We push for a transparent, supportive environment where you can be comfortable to bring your authentic self to work every day.

Well-being is a big focus at **geo** and we are continually evolving how we can support our people. We encourage a healthy work/life balance and host a range of well-being activities, initiatives and sessions to support both mental and physical health.

We offer a competitive salary and benefits package, which includes financial support for ACCA/CIMA qualifications, a profit share scheme, 8% contributory pension, 25 days' holiday plus holiday purchase scheme, life assurance, private healthcare, flexible working hours, enhanced maternity/paternity package, paid volunteer leave, support with relocation, a Cycle to Work scheme and social events.

APPLICATIONS

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To apply for this position please email your CV and Cover Letter together with your salary expectations and availability to our People Team at recruitment@geotogether.com

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