

Trainee Accountant

Employing Company:	Orbit Energy Limited
Job Title:	Trainee Accountant
Reporting To:	Finance Manager / Chief Finance Officer
Salary:	£23,000

1. Overview

We develop great products and technologies that simply 'work' for our customers reducing the time, energy and thought needed to manage household energy; meaning our customers can get on with their lives.

You'll be joining a fast-growing energy start-up in London. We're a forward-thinking team of energy experts who want to become true digital leaders within the energy supply market.

Our Motto is simple – "We think energy, so you don't have to."

You don't need to be an energy genius – we'll give you full training.

This is a fast-paced role within a friendly team and is a great opportunity for a candidate looking to begin their Accounting career.

2. What you'll be doing

You'll be:

- Managing Purchase Ledger. This will involve end to end invoice processing, dealing with enquires from suppliers, preparing weekly payments runs, reconciling supplier statements and company credit card.
- Checking and processing staff expenses and ensuring that claims are correct and within the guideline set by the company.
- Preparing Daily cash flow analysis.
- Supporting in calculation and payments of weekly payroll and commissions.
- Assisting in the timely preparation of month end accounts including prepayments, accruals, profit and loss and balance sheet.
- Supporting in providing management information and analytics to support business decisioning.
- Assisting in delivering statutory returns, including filing of annual accounts, corporation tax returns and VAT returns.
- Working with different departments of the business to help implement new processes and improve efficiency across all areas.
- Performing any other ad hoc duties as assigned.

3. What we're looking for

- You'll need to have:
- Education to Degree level or equivalent
- Desire to learn and develop and study towards a professional finance qualification
- Strong computer literacy
- Attention to detail
- Team player

Nice to have's:

- Strong Excel skills
- Started studying toward a professional finance qualification
- Experience of working in agile environments

4. What we'll give you

- Career progression
- Competitive salary
- A study package to support through professional qualification e.g. CIMA/ACCA
- Full product and industry training
- Ongoing support and coaching

Interested? Tell us why we should choose you: careers@orbitenergy.co.uk