

## Assistant Accountant

Functional

Closing: Sunday 18th March 2018

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c£20-25,000 per annum DOE plus generous benefits package

The Bristol Port Company is the major regional port in the South West, whose growth objectives depend on increasing revenues, productivity and operational profitability. Accurate and effective financial management is critical to the achievement of these goals and we have an exciting opportunity for an Assistant Accountant to join our Finance Department, based in our head office in Avonmouth.

This is a key role, supporting the Finance Reporting Team to ensure that financial accounting records, procedures and reports are maintained to satisfy both statutory and business requirements.

The main duties will include raising and processing sales invoices, maintaining our financial database and liaising with external agents and customers. You will also be expected to assist with other ad hoc financial duties, including month-end and year-end processes and credit control.

Ideally, you will be part or fully AAT qualified (or similar by experience); however, applications will be considered if you are willing to undertake training and work towards this qualification. A good working knowledge of Excel is essential, as well as the ability to work to strict deadlines.

In return, you can look forward to opportunities to progress your career, along with an excellent range of benefits including pension, profit-related pay, subsidised canteen and 25 days' holiday a year.

To apply, please send a CV and covering letter to [personnel@bristolport.co.uk](mailto:personnel@bristolport.co.uk).

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