Accounts Assistant (Leasing & Finance)

Reporting to: Financial Controller - Equipment
Business Unit: Finance, Hobart UK
Location: On-site
Salary: £28,000 - £30,000

About the Role

This role offers a unique opportunity to combine specialist financial support for our leasing division with Assistant Accountant responsibilities within our Equipment business. As part of a shared Finance team, you'll gain exposure to a broad range of activities including transactional finance, reconciliations, account management and month-end support.

This is an ideal opportunity for someone who enjoys variety, problem-solving and working in a fast-paced environment, while building their experience across multiple areas of finance.

Role Overview

As an Accounts Assistant, you will support the day-to-day financial operations of both our leasing division and Equipment business. You will help ensure transactions are processed accurately, customer and supplier accounts are maintained effectively, and financial controls are followed.

The role requires strong organisational skills, attention to detail and the ability to manage multiple priorities while delivering excellent service to internal and external stakeholders.

Key Responsibilities

- Provide specialist support for our leasing division, including contract-related financial administration, reconciliations, account maintenance and query resolution.
- Process supplier invoices, matching purchase order and non-purchase order invoices and resolving discrepancies in a timely manner.
- Support Accounts Payable activities, ensuring invoices are processed accurately and within agreed timescales.
- Assist with Accounts Receivable processes, including billing, cash allocation, account maintenance and responding to customer queries.
- Prepare and support weekly and monthly supplier payment runs, ensuring accuracy and compliance with company procedures.
- Investigate invoice and purchase order mismatches and maintain accurate financial records and ledgers.
- Provide holiday and absence cover across Accounts Payable, Accounts Receivable, banking and cash allocation activities.
- Support month-end processes, including journals, reconciliations and other Assistant Accountant responsibilities as required.
- Take ownership of ad hoc and overflow tasks across the shared Finance function to support business continuity and service delivery.
- Contribute to continuous improvement initiatives by identifying opportunities to streamline processes and improve efficiency.

Skills & Competencies

- Excellent attention to detail with a commitment to accuracy and data integrity.
- Strong IT and systems skills, including experience of ERP systems and Microsoft Excel.
- Effective communication skills with the ability to build positive relationships with colleagues, customers and suppliers.
- Strong organisational skills with the ability to prioritise and manage competing deadlines.
- Proactive problem-solving abilities and a willingness to take ownership of issues through to resolution.
- Flexible and collaborative approach with a strong team-focused mindset.

Qualifications & Experience

- AAT Level 2 or 3 qualification (or working towards Level 4), or equivalent relevant experience.
- Previous experience within Accounts Payable, Accounts Receivable, or a transactional finance environment would be advantageous.

What Success Looks Like

In this role, success will be demonstrated through:

- Accurate and well-maintained financial records across the leasing division and wider finance function.
- Timely and accurate processing of invoices, payments and cash allocations.
- Strong working relationships with internal stakeholders, customers and suppliers.
- Effective support across multiple finance activities, including seamless holiday and absence cover.
- A proactive contribution to process improvements and the continued development of the Finance team.
- Demonstrated progression towards broader Assistant Accountant responsibilities and professional development.

What We Offer

- Competitive salary
- Combined pension contributions of up to 18%
- 25 days annual leave, plus bank holidays
- Free on-site parking
- Health & wellbeing programme
- Life insurance

To apply email Recruitment@hobartuk.com with your CV and cover letter.