

**Job Title:** Assistant Accountant  
**Location:** Cardiff  
**Hours:** Monday – Friday 08:30 – 16:30  
**Salary:** £21,000 - £23,000  
**Reporting to:** Finance Manager

Forward Waste Management (FWM) is a dynamic and focused company providing innovative and value-added waste management services, primarily focused towards the manufacturing sector.

Privately owned and established for over 20 years, Forward Waste Management comprises three trading divisions with a staff of over 50, achieving £11m revenue annually. Servicing an enviable client list of well-known blue-chip brands, we are a fast paced, service excellence led business innovating and investing to stay ahead of industry trends and competitors. The company currently manages a wide array of disciplines including sales, marketing, service delivery and contract management through a combination of in-house transport fleet and waste handling division. Enviroquip, operates a sizeable waste equipment rental fleet being supported by integral workshop facilities equipped for a wide range of welding and fabrication, refurbishment and repair services, including waste compaction machinery manufacture from our facility based at Cardiff.

#### **The role:**

We have an exciting opportunity for an Assistant Accountant to join our busy finance department. The main purpose of the role will be to support the finance department with the day to day accounting functions ensuring delivery of a high-quality service, and accurate and timely completion of workload.

#### **Main duties of the role will include, however not limited to:**

- Assist FM with month end duties as required, including prepayments, accruals and journal entries.
- Weekly Bank Reconciliations.
- Monthly balance sheet reconciliations.
- Maintenance of the Fixed Asset Register.
- Generation of purchase orders and processing of supplier invoices.
- Matching supplier invoices to services received.
- Generation of sales orders through to sales invoices.
- Maintenance of Purchase Ledger and Sales Ledger modules via Sage 200.
- Answering telephone calls and dealing with general queries.
- General office duties to include scanning, filing and dealing with incoming post.
- Ad hoc duties as required to assist the accounts department with day to day activities.

#### **Skills and experience:**

- Experience working within a similar role would be advantageous
- Working knowledge of SAGE200 and/or similar accounting software is essential
- Proficient with Microsoft Office, specifically Microsoft Excel is essential
- Methodical approach with excellent attention to detail
- Excellent organisational skills

### The ideal candidate:

Our ideal candidate will be looking for a busy varied role, with the willingness and ability to develop knowledge and experience. To succeed in the role the ideal candidate will:

- Have a strong work ethic
- Be an excellent team player
- Have a can-do attitude
- Keen to learn
- Are an open communicator and a good listener
- Able to work unsupervised using own initiative to successfully complete tasks within tight deadlines

### Working at FWM

Our employees are critical to our success and growth. They are at the core of our business, our culture and our values. To manage and support them effectively, we promote group-wide policies that focus on our core values.

- **Trust** - Trust we place in ourselves, colleagues and service partners to deliver our best result every time
- **Preparation** - Ready for each opportunity and prepared to reach further
- **Persistence** - The determination to succeed in each prescribed goal
- **Thoroughness** - Getting it right, every time
- **Creativity** - The freedom to apply lateral thinking to overcome obstacles

Allied to this is our dedication to equality and diversity, health and safety and ethical conduct. The same principles apply to all employees, wherever they are, whatever their role.

As a dynamic and growing business, we benefit from the continual inflow of new skills and ideas. We make sure newcomers are properly integrated into the company by promoting our core values throughout the business. We engage with our colleagues through regular discussion and appraisal, listening to them and valuing their insight - this is the key to high productivity and high retention rates.

We pay particular attention to motivating our people to perform at peak by recognising their achievements and rewarding them appropriately. We value proactive, self-motivated people with ideas, energy and commitment and we encourage them by insisting that no doors are closed, and every voice will be heard.

We have.

- the right workforce, so our clients benefit from having the right people with the right skills
- a diverse workforce, which gives us a huge range of skill and expertise
- an empowered workforce, who can make decisions and respond to our clients' needs promptly
- a trained workforce, who can do the right job - properly

To apply for this role, please forward an up to date copy of your CV and / or covering letter to [hr@forwardwaste.co.uk](mailto:hr@forwardwaste.co.uk).

**Strictly NO agencies.**

*Please note that all information received by Forward Waste Management as part of the recruitment process will be deleted and / or destroyed after 3 months from when you are sent the outcome of your application. If you would like us to retain your details and application information on file after this period for any future potential roles, please contact the HR Department via email: [hr@forwardwaste.co.uk](mailto:hr@forwardwaste.co.uk) to confirm your consent. You are free to withdraw your consent at any time by way of emailing.*