



www.analox.net

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"Your Challenge, Our Passion"

Assistant Accountant

Responsible to: Management Accountant
Working hours: 39 hours Mon-Friday
Location: This role will be divided between Office based and working remotely
Salary: Up to £25,000.00 per annum, depending on experience
Benefits: [Benefits booklet](#)
Department: Finance
Contact: HR Department, applications@analox.biz

Analox is a world leader in the research, development, and production of life saving gas sensing products and systems. Analox provides enough structure to ensure the safety and integrity of our products, and enough freedom to make a tangible difference to colleagues and customers alike.

We have embarked on a journey to become a truly customer centric organisation and a world class manufacturing facility. We are a global company with offices in the UK and USA and a distribution network across each continent.

The role will be divided between our factory in Stokesley which is a small market town in the North Yorkshire Moors and working remotely.

Why work for Analox?

What makes us great? Our network of colleagues ensures we offer a customer centric journey throughout the organisation. To achieve our high growth plans we need you! We want you to be the best you can and want to work at Analox. Frequently, people spend their career with us, some because they have found their niche, others because of the opportunities to progress through the organisation.

Analox are where we are today because of our people and we have various ways to say thanks to our team.

What we've got to offer.

We offer a competitive salary, a great working environment, and outstanding benefits including:

- Competitive basic salary
- Flexible core working hours - 3pm flyer on Fridays
- Relax on your birthday with the day off - our gift to you!

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- Training & development
- Free healthcare benefits

Job purpose:

Reporting directly to the Management Accountant as an integral part of a small finance team. Maintaining financial records and producing information for use in the financial reporting of the company.

Main Duties/Responsibilities:

- Payroll, including Real Time Information and pensions.
- Expenses processing including monthly credit card expenses and Petty cash.
- External reporting, including VAT returns, Intrastat and EC sales list and US sales tax.
- Maintaining the fixed asset register and calculating depreciation.
- Processing journals as required.
- Assisting with Purchase ledger and Sales ledger.
- Assist the Management Accountant with the production of management accounts as required.
- Assist with preparation of annual audit packs.
- Assisting with the production of KPI Reporting.
- Communicating with internal and external customers, ensuring an optimal level of customer care, providing support to others within the department.
- Ensuring good relations and communications with all members of the team.
- Planning, organising and prioritising workload to ensure deadlines are met.
- Any other Ad Hoc finance duties as required.

The ideal candidate will have completed a minimum of AAT Level 4 and is looking for their next step in the profession. The individual should be well organised with a willingness to take full responsibility for tasks. Also essential is a solid understanding of accounts, an eye for detail and a desire to learn and progress.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this does not constitute a jobs list and the successful candidate will be expected to undertake duties commensurate with his/her role.

Qualifications and Training

- AAT level 4 or equivalent

Experience

- Minimum of 3 years' experience within an accounting function

Analox Behaviours



1. Communication - Communication is professional, clear, concise, and intended to have a positive outcome.
2. Team Working - 'We' comes before 'I' and there is a clear understanding that if 'I achieve' but 'we fail' then we have failed.
3. Taking Responsibility - All tasks which fall under your area of responsibility are proactively volunteered for.
4. Continuous Improvement - Improvement activity is part of the day to day, it is not seen as "something extra".

Analox Values

1. We are Proud of what we do
2. We operate Ethically and do the right thing
3. Our Customers are at the heart of what we do
4. We are Bold, we are prepared to work outside our comfort zone

All Analox employees are expected to:

1. Play as part of one Analox team
2. Live and breathe the Analox values and uphold others to do so too
3. Ensuring you are clear with how you contribute to Analox's future
4. Ensuring everything you do is documented in the procedures you follow
5. A desire to want to do it better every time.

All candidates must be able to obtain a Security Clearance

So if you think you've got what it takes to join one of the world leaders in the research, development and manufacturing of gas sensing products then we want to hear from you!

How to apply

Fill out an application form (downloadable from our [website](#)) then send it with your current CV to applications@analox.biz.

We regret that, due to the high volume of applications at Analox, we are only able to contact successful candidates. If you don't hear from a member of our team within 3 weeks of submission, you have not been successful on this occasion.

We are highly committed to the safety of our employees, therefore we are currently working remotely. All interviews will therefore take place virtually.

****Strictly no agencies****



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