

Accounts Assistant

About us

Landell Mills is an international consultancy providing a range of development and cooperation-oriented services that assist countries, and their peoples attain the Sustainable Development Goals. We have been in business for nearly fifty years and are active globally. We work with private and public sector clients on assignments lasting from a few days to several years. Our work is ordinarily financed by public agencies, such as the EU, the World Bank, various UN agencies, the Development Banks, the UK FCDO and the German GiZ.

We provide multi-disciplinary services in project design; project management; fund/grant management; technical advisory services; institutional strengthening; and training and capacity building.

Landell Mills has specialist divisions in the following areas:

- Agriculture, fisheries, food security and nutrition
- Environment, water, climate change and disaster risk reduction
- Markets, enterprise and trade
- Policy dialogue, regional integration and governance
- Higher, tertiary and vocational education and training
- Framework contract management
- Monitoring, evaluation and learning
- Communications

We have fifty staff based in offices in the UK (Trowbridge and Bristol) and Ireland (Dublin) and operate from a small number of subsidiary, branch and project offices in Belgium, Africa and Asia.

[The finance division is a dedicated team of five, responsible for managing the full spectrum of financial activities across all legal entities including Landell Mills Limited (UK) and Landell Mills International Limited (Ireland). Together, they oversee budgeting, reporting, compliance, accounting, and strategic financial planning, ensuring accurate and timely financial information to support decision-making and maintain the organisation's overall financial health.]

About the role

[This role is responsible for managing day-to-day financial operations, including processing purchase invoices, posting bank transactions, maintaining purchase and sales ledgers, and performing multi-currency bank reconciliations. It oversees accounts payable activities, processes staff expenses, and supports sales invoice preparation through receipt and proof-of-payment administration.

The position also handles petty cash and foreign currency management, monitors credit card activity for accuracy and fraud prevention, and ensures timely reconciliation of all related accounts.

Additionally, the role provides financial support to colleagues across the organisation and ensures adherence to established accounting processes and controls.]

A more detailed person specification can be found below.

About you

We are seeking a detail-oriented and proactive finance professional to manage day-to-day accounting operations across multi-currency accounts. The ideal candidate will have experience with purchase ledger, bank reconciliations, expense processing, and ad hoc payments, preferably with Microsoft NAV or Business Central knowledge. Excellent attention to detail, organisational skills, and the ability to liaise effectively with non-finance colleagues.

We welcome applications from candidates who currently hold the right to work in the UK.

A more detailed person specification can be found below.

What we offer

- A full-time position (36.25 hours per week) within a company with highly developed expertise and experience.
- A salary in the range of £27,000 - £29,000 per annum depending on experience.
- A matched workplace pension scheme (if engaged as a UK employee).
- 24 days of holiday per year, exclusive of public holiday entitlement, rising with years of service.
- Enhanced family leave entitlements.

Non-contractual benefits include: flexible working provisions, an annual performance related bonus scheme, personal travel insurance, a holiday buy and sell scheme, and access to a health advice service for you and your immediate family members, including online private GP consultations.

Where you will work

The position will be based in Trowbridge, Wiltshire. We operate a hybrid work from home/office culture, but we would expect the successful candidate to have considerable day-to-day in person contact with the Finance Division.

How to apply

Please submit your CV and accompanying cover letter explaining why you wish to be considered for this position via our website. The deadline for applications is midnight on Sunday 14 December. We would encourage applicants to apply early, as shortlisting will be a continuous process whilst the vacancy is open.

Duties and responsibilities

The responsibilities and tasks will include:

- Review and process purchase invoices promptly to ensure timely payments.
- Post daily bank transactions into the accounting system (Business Central).
- Manage all aspects of the Purchase and Sales Ledgers, including account reconciliations and coding supplier invoices according to client/consultant contracts and project budgets.
- Administer aged creditors and ensure accurate record-keeping.
- Perform bank account reconciliations for multiple multi-currency accounts.
- Process staff expense claims promptly and reconcile staff accounts.
- Prepare fortnightly payments lists and process domestic and international multi-currency payments.
- Manage proof-of-payment and expense receipt documentation for sales invoice preparation.
- Handle ad hoc payments, including project advances and per diems, ensuring proper authorisation.
- Update the accounting system monthly with current exchange rates.
- Monitor petty cash and foreign currency levels, including monthly reconciliation.
- Provide foreign currency advances and related documentation for staff travel.
- Liaise with non-finance staff to support adherence to company accounting processes and controls.
- Monitor credit card expenses for potential fraud, process weekly transactions, and reconcile accounts.

This description is a brief synopsis of the role and is not designed to be restrictive.

You will be joining an existing team of five and you will report to the Manager of the Finance Division.

Person specification

Skills/abilities	Attributes
Excellent attention to detail and high level of accuracy	Essential
Strong organisational skills with the ability to manage multiple tasks and deadlines	Essential
Proficient in handling petty cash, foreign currency, and credit card reconciliations	Desirable
Ability to prepare and process payments efficiently	Desirable
Good communication skills, able to liaise effectively with non-finance colleagues	Essential
Experience and attributes	
Strong accounting background with experience in day-to-day financial operations	Essential
Experience managing Purchase and Sales Ledgers and bank reconciliations	Desirable
Experience managing multi-currency accounts.	Desirable
Experience in processing staff expenses, payments, and ad hoc financial transactions	Desirable
Knowledge of accounting controls, compliance, and project-based budgeting.	Desirable
Good working knowledge of Microsoft Excel and Outlook	Essential