

Position: Trainee Financial Accountant / Bookkeeper (Part-Time or Full-Time)

Location: Porthleven, Cornwall

Package: Salary dependent on experience & excellent benefits

The Company

At Flexi-Hex[®], our goal is a clear one; to lead a new generation of sustainability within the packaging industry and raise awareness of the environmental threats currently facing our world. Our philosophy is focused around creating efficient and innovative solutions that ultimately help reduce the amount of packaging waste ending up in our world.

The Role

Due to our continued growth, we are now seeking a Trainee Financial Accountant / Bookkeeper to join our team and take charge of our day-to-day finances such as processing invoices, paying bills, reconciliation etc. Working closely with our Accounts team, you will be predominantly based at our Cornwall office, with flexibility to work from home and take time off to study.

This is a perfect opportunity for someone who wants to grow within a quick moving business and progress their career whilst still studying. Please note, funding can be considered to those who are looking to develop their professional skills.

Key Duties

- Recording financial transactions
- Handling accounts payable and receivable
- Completing tax forms
- Managing profit and loss statements and balance sheets
- Paying regular bills for the company
- Maintaining company ledgers
- Handling client invoices by recording and approving or denying the payments
- Appropriately coding payables to prepare them for the accountant's input later
- Distributing money appropriately to various departments within the company

- Invoicing deliveries and paying vendors for their goods and services
- Preparing purchase orders in accordance with requests for materials
- Handling subsidiary accounts
- Filing historical records and retrieving necessary documents as needed for others
- Monitoring debt levels and ensuring compliance with debt covenants
- Recording cash receipts and handling bank deposits
- Preparing information for auditors
- Providing administrative and clerical support as needed
- Additional bookkeeping duties as designated by management.

Key Skills

We are looking for someone with an interest in accounts who holds an Associate's Degree in Business Administration or Accounting, and/or is working towards a recognised accountancy qualification. Our ideal applicant will be dynamic, career-driven, self-motivated, and have outstanding organisation and problem-solving skills.

You will need meticulous attention to detail and an ability to learn quickly. We will provide training for our internal systems, but you must have at least 12 months experience using Accounting Software (preferably Xero) and basic office equipment. Data entry skills and prior knowledge of Accounting Principles are fundamental to this role, as are professionalism and confidentiality.

We are looking for someone who embraces teamwork and enjoys a fast-paced work environment, who can manage their time and workload and can hold themselves accountable. You should be presentable, articulate and commercially savvy, but most importantly you must be a good communicator both with your colleagues and customers.

To apply, please email careers@flexi-hex.com with your CV and a cover letter explaining why you think you're the right candidate for this role. Please submit by Friday 25th June.