

Assistant Management Accountant

OXIS Energy is a world-leading developer of next-generation batteries based on Lithium Sulfur (Li-S) chemistry, which has the potential to revolutionise the battery technology market.

The OXIS team has grown rapidly and currently works with numerous prestigious partners, both in the UK and internationally. We have a supportive culture and a dynamic and friendly working environment where everyone is committed to innovation and excellence.

We are looking for a part-qualified Assistant Accountant to support the Company's Financial Controller and Management Accountant. This is a full-time, permanent role based at our main offices within Culham Science Centre near Abingdon, Oxfordshire, with a relocation planned for later in the year to our Abingdon office, located on Nuffield Way.

Normal working hours are either 9am to 5pm or 8am to 4pm but there is some flexibility over start and finish times. We have a supportive culture and a dynamic and friendly working environment. There is also an excellent staff restaurant and Costa Coffee bar on site.

The position is available to start as soon as possible; initial training will be provided. The role will be mentored by our Management Accountant.

Duties will include:

- Assisting with running payroll and processing salary journals, with a view to taking over full responsibility for these tasks
- Matching and processing of invoices and staff expenses
- Checking statements and invoices; and dealing with supplier queries
- Bank duties, including reconciliation and payments, and exchange rate workings
- Working with the sales team to raise customer quotes and invoices
- Filing invoices and other paperwork
- Grant reporting and audits
- Processing and checking of VAT Returns
- Working closely with the Procurement Department
- Offering support to the admin team when needed (occasional telephone answering)
- Assisting with stock takes on a bi-annual basis
- Assisting the Financial Controller with Company Secretarial duties
- Assisting the Management Accountant with month end and project reporting
- Being responsible for areas of the ledger and management of these for audit
- Posting of journals and control account reconciliations

The successful candidate will have the following skills, qualifications and experience:

- AAT qualified and either ACCA/CIMA part-qualified
- Experienced in the use of financial packages – We use Microsoft Dynamics; use of the specific system would be preferred but is not essential.
- Strong IT skills particularly with Excel, Word, Outlook and PowerPoint
- Strong financial awareness
- Able to work well alone, on their own initiative and as well as part of a team
- Motivated and enthusiastic with a proven ability to work to deadlines

- Good communication skills both written and verbal, and a strong but fair personality

A competitive salary will be offered in the region of **£25,000-28,000** pa., plus excellent Company benefits including 25 days holidays a year, additional paid leave over the Christmas period, 5 paid carers' days per year, contributory pension scheme, life assurance and private healthcare. Financial support may be offered to the right candidate to assist with studying for further accountancy qualifications.

Candidates must live (or be willing to relocate to) within one hour's commuting distance of Abingdon, Oxfordshire. A driving licence is essential.

If you think you are the person we are looking for, please apply now!

We look forward to hearing from you.