

## Accounts & PL Assistant

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Reporting to **Accounts Supervisor**

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Location **Remote working**  
**Main office: No.1 Spinningfields, Manchester**

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Contract **Permanent, Part time (Working over 3 or 5 days per week)**  
**24 hours per week**

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Package **£12,000 - £15,000, depending on experience**

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### Work with us

At Nomical we pride ourselves on our creative and scalable solutions. From cloud to connectivity to collaboration, we develop and support a spectrum of bespoke, cutting edge tech across a broad range of industries. Founded in 2006, we continue to grow and innovate. At the end of the day, we love modern tech and we love making our customers happy.

### What it's like to work here

We love what we do and embrace constant change, even if that means breaking our own mould (especially when it means we get to tinker with new toys!)

We're a diverse bunch with many different backgrounds, interests and perspectives. We believe this is what makes us strong as a team and ultimately successful.

Our HQ is in one of Manchester's newest buildings, No.1 Spinningfields. It's a vibrant office with plenty of break out areas so you can find your ideal work environment, whether that's at a desk or on a sofa. We even have a barista on site for all your re-fuelling needs.

If you consider yourself a doer, an eager learner and you are kind and thoughtful in everything you do, then we could be a great fit and we want to hear from you.

## Your role

- Overall responsibility for the purchase ledger, including coding and posting all supplier invoices to our accounting systems (Xero) on a daily basis. Ensure invoices received are authorised. Following up on unauthorised invoices/credits with the relevant department/individuals.
- Credit card transactions – code and post credit card transactions (from invoices and receipts) from Autoentry to the accounts system. Reconciliation of credit card balances on a daily basis and chasing for missing receipts, as necessary.
- Posting mileage sheets and personal expenses to our accounting system.
- Supplier statement reconciliations as they are received each month before the month end payment run to ensure all invoices have been received and posted.
- Assist with month-end and year-end accruals as necessary.
- Purchase ledger payment run undertaken weekly on a Friday (including expenses) and month-end payment run. Ensure suppliers are paid in a timely manner and thereby avoiding late penalties / interest.
- Set up new suppliers in our accounting system as required.

- Assisting with the management of the Finance e-mail in-box, ensuring correspondence is dealt with fully and in a timely manner. Answering queries from suppliers, contractors and other business departments about accounts payable or payments made.
- Annual subscriptions and renewals - liaise with sales team to ensure annual renewals for pass through costs are processed with customers in advance of expiry.
- Bank reconciliation – bank account transactions are automatically posted to our accounting systems, therefore daily reconciliation of the bank statement to these is required each morning ensuring supporting invoices and/or receipts are available.
- Providing cover within the team when necessary to keep on top of Finance related work streams, as required.
- To perform any other duties which from time to time may be required to ensure the smooth running of the Finance department.

## What we need from you

- We're looking for candidates with Accounts Payable / Purchase Ledger experience of at least 2 years
- The candidate needs to have a good understanding of the purchase to pay process
- This successful candidate will need to hit the ground running, so solid experience with our accounting software, Xero is highly desirable for this role
- A keen eye, with good attention to detail
- A strong ability to self-motivate and the capability for problem solving

- Intermediate MS Excel skills are essential
- Excellent communication skills are required
- Adaptability during ongoing process changes
- Commensurate qualification relevant to role is desirable

This is a fantastic opportunity for an ambitious individual who is looking to grow, and work within a dynamic company with forward thinking colleagues.

## How to apply

To apply for this position, please send us an email at [HR@nomical.com](mailto:HR@nomical.com) and include a copy of your CV.