



You may not have heard of Stage One, but we can guarantee you will have seen our work.

From the 2012 Olympic Cauldron, architectural experimentation for the Serpentine Pavilion, the Eurovision Song Contest, and even the set for Ed Sheeran's Mathematics Tour, we produce work that is seen all over the world.

We are a creative construction and manufacturing company and are responsible for delivering some of the most iconic projects in recent times.

We are a multi-disciplined manufacturer spread over 12,000sqm of estate, with four facilities that house engineering, fabrication, woodwork, finishing and specialist manufacturing.



Assistant Management Accountant

The Role:

The Assistant Management Accountant will support the finance team while carrying out assigned tasks to develop within the role. Key responsibilities include financial reporting, maintaining cashbooks, and managing the sales ledger.

→ **Salary:**

Up to £32,000 DOE

→ **Hours of Work:**

35 hours per week, Monday – Friday, 9.00-17.00

→ **Location:**

Based at Tockwith, near York



Assistant Management Accountant

Key Responsibilities:

- Preparing monthly management accounts
- Overhead analysis
- Assisting with annual audit work
- Sales ledger and purchase ledger tasks
- Cashbook management and bank reconciliation work
- Process and manage company credit card transactions
- Preparation of ad-hoc financial analysis to support decision making
- Using software including Sage 200 Accounts, Microsoft Excel



Person Specification

Qualifications:

ESSENTIAL

- A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience
- AAT qualified

Knowledge:

DESIRABLE – Previous knowledge of Sage 200

Personal Attributes:

ESSENTIAL

- Positive attitude to work, drive, enthusiasm and commitment
- Ability to remain calm when under pressure
- Strong attention to detail
- Have a flexible approach to working hours, so that these can be arranged to meet the needs of the business, particularly during busy periods of the year



Person Specification [CONTINUED]

- Willingness to undertake relevant training as appropriate
- Enthusiasm to support other areas of the department as required

Skills, Experience, Abilities & Competencies:

ESSENTIAL

- Competent in Microsoft Office Suite including Outlook and Excel
- Strong communication skills and ability to communicate effectively with a wide range of people
- Excellent time management skills and the ability to effectively organise and prioritise own work and follow procedures to produce work to a high standard, to required deadlines
- Ability to handle a varied and ever-changing workload

DESIRABLE

- Experience of using internal databases



Interested?

If you would like to apply,
please send your CV and covering letter to
recruitment@stageone.co.uk