



Title: Accounts Assistant
Department: Finance

A little bit about us

We're Regital, a programmatic marketing specialist with big ambitions and the talent to bring them to life. If you haven't heard of us, you've almost certainly seen our work.

We use programmatic solutions to grow sales, find new leads and increase brand awareness. We do this for agencies and advertisers that want to use modern marketing to get in front and stay in front.

We've been doing programmatic as long as it's been a thing. And over the last decade we've built an experienced team in ad operations, creative, data science, planning and programmatic trading.

We're proud of our heritage and we're also excited about the journey we're on. And where we're headed.

Our people are the driving force behind everything we do. We're not ones to sit still. We're always looking to add to our portfolio and technology offering. Everything we do is driven by our desire to get there first; of seeing the opportunity, of realising the opportunity. For us. For our clients. Each and every one of us plays a part in pushing the business forward. It's a challenging and fun place to work, and the rewards are there for the taking.

A little bit about the role

Our Finance team have primary responsibility for the day-to-day management of the accounts function, ensuring all accounting activities are completed accurately and on time.

As Accounts assistant, you will support the Finance Manager with a broad range of business accounting activities. This includes raising, sending and paying invoices, reconciling company accounts and chasing late payments. You will also assist with basic administration tasks and be on hand to answer any queries raised by the team, external clients or suppliers.

This is an exciting opportunity for someone who wants to step into their first finance/admin role and kick off a career in finance. No previous experience or accounting qualification is required, on-the-job training will be provided along with support for ongoing external training and accreditation.

What you'll do

Daily tasks include:

- Invoice processing
- Processing expense requests and produce expense reports
- Credit control
- Month end reconciliation
- Maintaining the company purchase and sales ledgers
- Bank reconciliations
- Raising sales invoices
- Liaising with clients and suppliers
- Basic administration such as emails, filing and printing
- Purchase order maintenance
- Supporting the preparation of management accounts

What we're looking for

If you are someone with a passion to learn, an inquisitive mind and lots of energy, we would love to hear from you. You should also have:

- A level (or BTEC National) in Maths, Business studies, Accounting or Economics (or equivalent)
- GCSE in Mathematics and English (C or above)
- Good basic IT skills with hands on experience of desktop packages, particularly Microsoft Excel
- A desire to study for appropriate level financial qualifications (e.g. AAT)
- Relevant work experience would be a bonus but not a deal breaker

Skills you will use

- High levels of accuracy and attention to detail
- Work well in a team and take direction accurately
- Problem solving and analytical thinking
- Excellent verbal and written communication skills
- Strong Time Management techniques
- Trust and discretion when dealing with confidential information
- Regularly demonstrate initiative, adding value to the deliverables of the Finance team
- Good interpersonal skills
- Excellent organisational skills and a desire to provide first class customer service are required.
- You will be a self-starter with consistently positive attitude towards your job, team and company.

What you'll get

- Competitive salary
- Full Flexible Working
- Employee bonus scheme
- Company pension
- Private health insurance after 12 months
- 25 days holiday
- Manchester city centre office
- Skills development
- Regular socials

Sound like the right role for you?

Send your CV and a brief covering note to careers@regital.com or use the form on the website