



a: Conrad Energy Limited, Suites D&E, Windrush Court
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ACCOUNTS ASSISTANT

We are looking for an enthusiastic and motivated Accounts Assistant to join our rapidly growing accounting department in a growing business. Initially this position will involve accounts payable work, growing into a more general accounts role / office tasks. This position requires a positive person who can work well in a busy office environment, can cover many areas, do what needs to be done, and contribute to the overall success of Conrad Energy Limited.

Applicants willing to further their studies will be considered and study support will be provided to progress onto ACA/ACCA/CIMA.

About Conrad Energy Ltd

Conrad Energy is the power company of the future, supporting critical national infrastructure through delivering flexible generation when it's needed most in support of a low carbon power grid dominated by renewable energy. Our growing team also deliver optimal power solutions for corporate clients from a range of complementary technologies and apply strategies tailored to customer requirements.

Radically transforming the way the energy market works, Conrad Energy is the largest provider of flexible generation in the UK. We now have a combined installed capacity of 600MW across 45 sites with over 100 experts dedicated to supporting critical national infrastructure and the UK's energy transition to a low-carbon economy.

A full-service Independent Power Producer (IPP), Conrad Energy is focused on meeting the growing demand for balancing services in the UK electricity market through the development, construction and ownership of natural gas fired peaking engine plants and battery storage systems. The management team has vast experience in this field, and we have strong financial backing to grow a premier generation business.

We are based in Abingdon, Oxfordshire and our projects cover the UK.

Main Job Tasks and Responsibilities

- Review and verify PO's, invoices and approvals
- Prepare invoices for payment
- Track expenses and process expense reports
- Prepare and process electronic transfers and payments
- Research and resolve discrepancies and issues
- Maintain vendor files including setting up new suppliers
- Correspond with vendors and respond to inquiries
- Assist with month end by reconciling supplier statements
- Preparation of sales invoices



- Filing and other administration
- Other tasks as required
- Assist with VAT returns
- Assist with reconciliation of solicitor WIP and client accounts

Education and Experience

- Working to, or completed AAT Level 4
- Previous experience of working in a finance team
- Knowledge of accounting software (Sun highly desirable)
- Proficient in data entry
- Good knowledge of Microsoft Excel is essential
- Knowledge and understanding of general accounting procedures desirable (AP in particular)
- Ability to assist and guide junior members of the team to post accounting transactions

Key Competencies

- Highly organised
- Excellent attention to detail
- Good communication skills
- High level of numeracy

More information can be found at www.conradenergy.co.uk

Salary band: £25,000 to £28,000 per annum

This role is based at our head office in Abingdon.

Please send your covering letter and CV to info@conradenergy.co.uk
