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## **ACCOUNTS ASSISTANT**

We are looking for an enthusiastic and motivated Accounts Assistant to join our small but rapidly growing accounting department in a small and rapidly growing business. Initially this position will involve accounts payable work plus some more general accounts / office tasks. This role 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.

Applicants will need to hold a driving licence and have the ability to travel as our sites are across the UK.

### **About Conrad Energy Ltd**

Conrad Energy is the power company of the future, supporting critical national infrastructure through delivering flexible generation when it is 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 enquiries

- Assist with month end closing
- Organising and responding to a high number of emails daily
- Other tasks as required

### **Education and Experience**

- Previous experience of working in a finance team desirable
- Proficient in data entry
- Confidence in using Microsoft Excel
- Knowledge of general accounting procedures desirable (AP in particular)

### **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](http://www.conradenergy.co.uk)

Please send your covering letter and CV to [recruitment@conradenergy.co.uk](mailto:recruitment@conradenergy.co.uk)