

**Job Title:** Accounts Manager (Finance)  
**Job Type:** Permanent  
**Hours:** Full Time (Potential for Part Time)  
**Package:** £24k - £28k

### About BCL

BCL Groundworks is a Groundworks and Civil engineering company based in Bridgwater, Somerset working on projects across the South West ranging from £100k to £7m in value. BCL were established in 2009 and work for leading housebuilders and main contractors on a wide variety of projects.

### Who we are looking for

We're looking for a dedicated and personable accounts manager to maintain the businesses finances and serve as our main point of contact for customers and suppliers.

### Responsibilities

- Manage and oversee the daily operations of the accounting function
- Month and end-year process
- Accounts payable/receivable
- General ledger reconciliations
- Payroll processing
- Budgeting
- Cash forecasting
- Revenue and expenditure analysis
- Payment runs
- Fixed asset activity
- Preparation and submission of monthly VAT returns
- Debt collection and monitoring
- Analysing accounting data and produce financial reports and statements for the directors

### Requirements and skills

- Proven working experience as an accounts manager, accounts supervisor or finance manager in a similar industry
- Advanced computer skills on MS Office
- Experience using Xero accounting software
- Ability to manipulate large amounts of data
- Proven knowledge and experience of bookkeeping and accounting principles
- High attention to detail and accuracy
- Ability to work using own initiative and be a team player

### Desired

- AAT qualification

### To apply

Please e-mail your CV or any questions to Sam Johnson our Commercial Director ([sam@bclgroundworks.com](mailto:sam@bclgroundworks.com)). Alternatively, if you would like a confidential discussion about the role Sam is available on 01278 238801.