



INEOS BRITANNIA

ACCOUNTS ASSISTANT

TEAM OVERVIEW

Backed by INEOS Founder and Chairman Sir Jim Ratcliffe and led by the most successful Olympic sailor of all time, Sir Ben Ainslie, INEOS Britannia is the Challenger of Record for the 37th America's Cup. The British team, who will race for the Royal Yacht Squadron, was formed in 2014 before joining forces with INEOS in 2018 and is now embarking on their third consecutive campaign to finally bring home the Auld Mug, the oldest trophy in international sport. A trophy that Britain has never won.

Everyone in the team from the ground up is rooted in the same belief, that we are here to win and our laser focus extends to the whole of the support team, which needs to cope with the challenges of a three year campaign.

ROLE OVERVIEW

Working within a small Finance team of 4 people, this role will largely focus on Accounts Payable tasks and administration duties for the finance team.

THE SUCCESSFUL CANDIDATE

Will be a keen, motivated, team player who is willing to embrace the fast-moving pace of high end, sports racing. We need this candidate to be fast and accurate, prepared to churn through a never-ending inflow of invoices and to use their own initiative in a small, dynamic organisation. Here, Finance is not a back-office function, it is an integral part of the organisation. We understand what goes on and we work within the team to provide the highest quality service possible to the organisation.

YOUR EXPERIENCE

Good GCSE grades are necessary, please include proof with your application. Part qualified AAT and some experience in Accounts Payable and Accounting Systems will be of use, but we are not necessarily focused on this experience. If you are computer literate and can pick things up quickly, we can provide you with some base training.

CONTRACT DETAILS

Full Time fixed term contract through to Summer 2024. Mon-Fri 09:00 to 18:00 (w/ 45 mins for lunch).

Role is based in Brackley, Northamptonshire.

SOFTWARE USED

Sage 200 (Accounting System), Sicon WAP (Purchase Order System), MS Office.

DETAILED ROLE

Processing Accounts Payable invoices in the Inbox (85% of role). Working with the procurement function to receive goods, administer the systems and reduce any potential of fraud (10% of role). Processing proforma invoices and chasing up VAT invoices (5% of role). Processing VAT entries correctly. Chasing up invoice and Purchase Order approvals. Recoding and dealing with rejected invoices. Processing employee expenses through the AP system.