



Job Description	
Job Title:	Accountant
Location/Based:	Swindon
Reports To:	CEO
Staff Responsibility:	2
General Overview of the position:	<p>Arralis is a rapidly expanding high technology company that leads the field with its extensive millimetre wave product range that include mmics, modules and antennas. Arralis is poised for further expansion as markets in 5G, Defence, Autonomous Vehicles and Satellite develop.</p> <p>As such we are looking for an experienced, qualified Accountant to join our team, reporting to the CEO. Responsibilities will include preparing, reviewing and analyzing financial reports and ensuring the finance processes run reliably and efficiently. In addition, an in-depth knowledge of bookkeeping, auditing and budgeting procedures is required.</p> <p>The position would suit an ambitious and dynamic personality with proven experience who wants to move into a management position and make a valuable contribution to the direction of the company.</p> <p>Arralis' rapid growth means there are good opportunities for career development as well as a generous share option scheme (qualifying period).</p>
Requirements:	<ul style="list-style-type: none"> • Proven work experience as a Certified Accountant or Senior Accountant • Thorough knowledge of accounting and financial procedures • Understanding of Generally Accepted Accounting Principles (GAAP) • Experience with accounting software (e.g. Xero) • Advanced MS Excel knowledge (familiarity with formulas, VLookups, Pivot Tables) • Excellent analytical skills with an attention to detail • Integrity, with an ability to handle confidential information
Responsibilities:	<ul style="list-style-type: none"> • Organise and update financial records as needed (digital and physical) • Analyse transactions and prepare reports • Perform regular, detailed audits to ensure accuracy in financial documents, expenditures and investments • Forecast revenue and analyze profit margins • Oversee ledger reconciliation and manage accounts payable/receivable • Participate in budgeting processes • Brief senior managers regularly on the company's financial status • Liaise with Tax Accountants to track tax payments and returns • Monitor bookkeeping activities regularly

	<ul style="list-style-type: none">• Keep company financial information confidential• Establish accounting policies and procedures• Stay informed on industry developments and changes in regulations
Other Duties:	Other such reasonable duties within the general scope of the job title at the CEO's discretion.
Education/Experience:	Accounting or Finance Degree CPA certification