

Ikon Science Ltd



We are a fast growing and friendly private company based in Teddington, south west London, with offices in the U.S. and Far East. Our international clients include many of the world's leading oil and gas companies; we develop and apply new geoscience and engineering technologies to finding, producing and long term storage of oil and gases.

Due to the company's continuing growth and as part of the re-organisation of our financial division, we are seeking an Accountant.

Reporting to the Group Financial Controller, the key responsibilities and requirements are:

- ◆ Completing month end tasks such as depreciation journal, prepayments journal, importing Group company ledgers, reviewing intercompany positions.
- ◆ Production of ad hoc financial reports for management
- ◆ Assistance with the year-end audit
- ◆ Responsible for coding purchase and sales invoices and staff expenses into SAGE Accpac, and processing payments and receipts.
- ◆ Ensuring cash books fully reconcile to bank statements (GBP, USD).
- ◆ Assist with settling Group company balances.
- ◆ Responsible for keeping full and up-to-date account working papers.

If you can demonstrate:

- ◆ Fully or part-qualified accountant (CIMA, ACA or ACCA).
- ◆ Proven technical experience and the ability to work to tight deadlines.
- ◆ Hands on approach with strong people skills.
- ◆ Strong Excel skills.
- ◆ Sage Accpac experience a bonus, but not essential.

We would like to hear from you; we offer a generous package, including an annual profit-share bonus, in pleasant and spacious offices.

Applications from suitably qualified candidates wanting to work part-time are also welcome, as are those from candidates with strong bookkeeping skills and experience.

Please email recruitment@ikonscience.com, quoting Ref: Ikon/Ac/Oct.

Closing date: 14 November 2008, with interviews scheduled for the following week.