



## ACCOUNTS ASSISTANT

**Vacancy:** Accounts Assistant

**Location:** Maidstone

### **About Us:**

Glenfield Invicta provide end-to-end project solutions, from initial survey and design to commissioning and long-term asset management. They are part of the AVK Group, a global leader in high-quality valves and hydrants for water, wastewater, gas, and fire protection.

### **About the Role:**

As part of our rapid growth, Glenfield Invicta is seeking a proactive and detail-oriented Accounts Assistant to join our team in Maidstone. This is an excellent opportunity for someone looking to grow their finance career within a supportive, progressive, and high-performing business.

As an Accounts Assistant, you will be responsible for delivering accurate and efficient Accounts Payable processes, ensuring all invoices, payments, and reconciliations are completed on time.

Key responsibilities include, but are not limited to:

- Processing supplier invoices, payments, and reconciliations
- Maintaining daily Accounts Payable tasks and responding to supplier queries
- Posting daily bank payments into the ERP system
- Supporting preparation of VAT returns
- Preparing information required for monthly management reporting
- Assisting with monthly bank reconciliations
- Leading the process for staff expense collation and repayment
- Supporting wider Finance administrative duties

### **About You:**

You are a highly organised professional with excellent attention to detail, strong numerical skills, and confidence in using Excel. A confident communicator, you engage effectively across departments and with external suppliers. Proactive and solutions-focused, you manage competing priorities with ease while maintaining a collaborative approach. As a dedicated team player, you thrive in supportive environments and contribute positively to group dynamics.

### **What We Offer:**

- Competitive salary
- An important role within a successful and growing business, with clear prospects for career progression
- A culture of promoting personal development, with ample opportunity for training and earning qualifications
- 33 days holiday (including statutory Public Holidays)

- Life Assurance plan (x3)
- Company pension plan
- Discounts and cashback across many high-street and online retailers (Supermarkets, Entertainment, Fashion, Days Out, Technology, Home, and Travel)

#### **WORKING HOURS:**

- 37.5 hours per week

We know that our people make the difference in the AVK Group, and we are looking for skilled, passionate, and driven professionals to work with our inspirational leaders; to promote our culture, enable change and champion a lean environment.

**APPLY NOW - Please send your up-to-date CV to [careers@avkuk.co.uk](mailto:careers@avkuk.co.uk)**

