

Assistant Accountant/Administrator
Location: Llangollen- Tyn Dwr Hall
Working Hours: 08:00am to 16.00 pm Monday – Friday
Salary: £30-£35K

Additional Benefits:

- 25 days holiday per year
- Private Medical Insurance after qualifying period
- Company pension scheme
- On site parking
- Employee Referral Scheme

Tyn Dŵr Hall is excited to be recruiting for an Assistant Management Accountant to join our team at our breathtaking venue in Tyn Dŵr Hall. This is a fantastic opportunity for a motivated and detail-oriented individual to step into a varied and rewarding role within a truly unique setting. Blending finance with hands-on involvement in the day-to-day running of the business, this position offers far more than a traditional accounts role. Working closely with the Operations Manager, you'll gain valuable exposure across both financial processes and wider business operations—giving you the chance to develop your skills, broaden your experience, and play a key role in the success of a thriving events venue.

Finance Duties:

- Assist in the preparation of monthly management accounts
- Support budgeting and forecasting processes
- Perform balance sheet reconciliations
- Analyse financial data and report on variances
- Process invoices, expenses, and payments
- Produced Quarterly Vat Returns
- 5 Payroll Processing for Holiday cover

Administrative Duties:

- Provide general administrative support across departments
- Maintain accurate records, filing systems, and documentation
- Coordinate meetings, schedules, and communications
- Assist with procurement and supplier coordination
- Ensure data is accurately entered and maintained in internal systems

Qualifications, Knowledge, Skills & Experience

- Previous experience in a finance or administrative role
- Qualifications AAT,
- Strong Excel and numerical skills
- Excellent organisational and time management abilities
- High attention to detail and accuracy
- Strong communication skills

For more information or to apply, email your CV to careers@knightsconstruction.co.uk

