



Accounts Assistant

Reports to: Finance Manager

Contract: Maternity Cover (starting from 2.3.26)

Salary: £28,000 (pro-rated)

Hours: Part time, 0.6 (24 hours per week) flexible hours considered

Holidays: 25 days per annum plus bank holidays (pro-rated)

Based at: PK Porthcurno, Eastern House, Porthcurno, Cornwall TR19 6JX

Job scope

- To carry out day-to-day bookkeeping activities across all ledgers (PK Porthcurno and Porthcurno Enterprises Ltd), supporting the production of quarterly management accounts and monthly and year-end procedures. Act as part of the management team and produce actions from management team meetings.

Responsibilities

- Maintaining the purchase ledger – checking and recording purchase invoices and correctly coding costs to the nominal ledger, posting payments, accruals, prepayments and other necessary journals. Preparing and processing payments acting as dual authorisation bank signatory, producing and sending remittances electronically.
- Maintaining the sales ledger - producing sales invoices and allocating receipts ensuring income is posted correctly to the nominal ledger, producing and sending statements.
- Preparing and maintaining spreadsheets and working papers and posting monthly visitor services income to the nominal ledger.
- Responsibility for compiling funding claims and submitting claim invoices and associated paperwork.
- Reconciling bank statements.
- Assisting with payroll, entering expense claims and updating staff annual leave records
- Cash counting and banking.
- Assist with year-end preparation audit work and Financial Accounts preparation.
- Maintaining and filing financial and personnel records.
- Ordering office and site supplies when required.
- General office administration and accounts.

Person specification

- Strong organisational and planning skills.
- Well-developed IT skills with knowledge of Microsoft Excel, Word and Outlook and accounting software (Liberty accounts – preferred but not essential)



- Knowledge of accounting/book-keeping procedures and practices.
- Experience of payroll (preferred but not essential)
- Strong attention to detail and methodical approach to work.
- Ability to work as part of a team and independently to manage and prioritise workload.
- Excellent written and verbal communication skills.
- Strong administrative skills.

Deadline : 18th January 2026

Contact : rachel.thomas@pkporthcurno.com – please send CV and covering letter (with details of two references)