Green Cat Renewables Job Advertisement –
Junior Admin & Accounts Assistant F/T

Location: Bethany Hall, 29a High Street, Biggar

The Company
Green Cat Renewables Limited (GCR) is a dynamic, innovative company that provides the complete range of consultancy support services for the onshore renewable energy industry - primarily wind, solar and hydro. The company was founded in 2005 and now comprises a multidisciplinary team of over 50 specialist consultants across three offices in Edinburgh, Livingston and Biggar.

A vacancy has arisen within the Finance & Admin team for a Junior Admin & Accounts Assistant based at the Head Office in Biggar, primarily providing administration and accounts support to the Account Manager, for a portfolio of renewable energy companies.

The Role:
• Sorting and filing of financial paperwork.
• Assist with general office admin. using standard Microsoft Office tools (Excel, Word, Outlook etc).
• Process sales and purchase invoices, receipts and payments using Sage accounting software.
• Assist with checking company bank statements and preparing monthly reconciliation.
• Assist with preparation of Bank utilisation and draw-down requests.
• Develop skills to assist with preparation of VAT returns.
• Develop skills to assist with prepayments and accruals
• Develop skills to assist with the preparation of Quarterly Management Accounts.
• Develop skills to assist with maintaining fixed asset registers.
• Ability to communicate with internal departments, customers and suppliers, to resolve day to day and ad-hoc issues as they arise.
• Be prepared to undertake wider support tasks as and when required, with a particular focus on the use of Excel spreadsheets and a willingness to develop data handling skills.

The Candidate should:
• Have a desire to train and develop their accounting and administrative skills, both in the workplace and as part of a recognised external training program.
• Have excellent organisational skills and attention to detail.
• Experience with Microsoft Office applications, including Word, Excel, Outlook, Powerpoint etc.
• Be proficient in the use of Excel spreadsheets, or willingness to develop these skills.
• Be willing to learn and develop new skills.
• Have good communication skills and be able to maintain good team working relationships.

To apply please send CV and covering letter to jobs@greencatrenewables.co.uk by 31 August 2020.