

## Job Description – Accounts assistant

MGI Engineering Ltd is looking for an **accounts assistant** to join our highly skilled team to deliver cutting-edge solutions in the aerospace, automotive, motorsport, marine and defence sectors. MGI Engineering is accelerating the creation of technologies towards a net carbon zero future.

Founded in 2003 by our CEO Mike Gascoyne, MGI Engineering has circa 40 full-time engineering staff based in Witney, Oxfordshire, delivering innovative technology solutions to wider mainstream and newly developing industry sectors. We are a very dynamic team with many exciting clients and projects. We pride ourselves on having a can-do attitude.

The technical team leverages its extensive experience in the F1 industry to deliver customised, highly innovative solutions to meet our client's specific requirements within different sectors. Our DNA is rooted in extensive, fast-paced R&D development, on-time and within-budget delivery, and reliance on a trusted international network of partners and specialists. We believe in sustainability, mobility and reusable energy technology across all our supported sectors.

### Job Summary:

The Accounts Assistant will support the finance function with day-to-day transactional and reporting activities, ensuring the accurate and timely processing of financial information. Working in a **small, collaborative finance team**, reporting to the CFO this role suits an organised and proactive individual who holds **AAT Level 3** as a minimum and is keen to grow within the finance function.

### Key Responsibilities:

- Process purchase invoices and maintain the purchase ledger with accurate coding.
- Matching purchase invoices with Purchase Orders and investigating discrepancies.
- Reconcile supplier statements, investigate discrepancies, and manage supplier queries.
- Prepare and issue customer invoices; support credit control as needed.
- Assist with month-end close including accruals, prepayments, and balance sheet reconciliations.
- Complete bank reconciliations and maintain cashbook records.
- Process employee expenses in accordance with company policy.
- Support internal and external audits with accurate documentation.
- Provide general administrative and financial support to the CFO and the wider team.

### Skills & Experience Required

- AAT Level 3 qualified – mandatory.
- QuickBooks experience – essential.
- MRP software experience – MRPEasy desirable.
- Experience in an engineering or defence environment – advantageous.
- Strong numeracy skills and excellent attention to detail.
- Proficient with Excel and comfortable analysing financial data.
- Organised, reliable, and able to work to deadlines in a small team.
- Clear communicator with a positive and proactive attitude.
- Ability to work under pressure and meet tight deadlines.

Benefits:

- Competitive salary
- 25 days holiday + bank holidays
- Flexible benefits scheme
- Free Breakfast
- Birthday day off
- Flexible working hours

**Contract hours:**

Full time, permanent

**Primary location:**

Witney, Oxfordshire, onsite

**Salary:**

£27,500.00 - £30,000.00 per annum

