

Accounts Assistant

Job Ref 85

Job Description

We are currently looking to recruit a part-time Accounts Assistant from within the Oxford Area. Fulfilling a key role in an exciting and inspiring mission, you will contribute to the company's success by being an efficient and capable processor. You will own the accurate recording of accounting transactions, and look to improve things even when they are running well. You will join a welcoming team and will extend this welcome as you interact with a wide variety of people.

Responsibilities will include:

- Accurate input of data in multiple currencies on purchase ledgers
- Resolution of supplier account queries
- Prepare payment runs for approval
- Produce, monitor and communicate internal KPIs
- Deal with supplier admin, raising and tracking purchase orders and booking in goods
- Support the Financial Controller

Essential

- Previous accounts and accounting software experience
- Fluent English
- Competence with Microsoft Word and Excel

Desirable

- Enthusiastic, strong interpersonal skills, highly organised and with meticulous attention to detail
- The ability to:
 - effective communication skills with people of all levels of seniority
 - balance excellent customer service with the need to keep financial control
 - meet deadlines, and to set realistic goals
 - quickly learn new technology and methods of work
 - work as a part of a team, on own initiative, and work accurately under pressure

Benefits

- Pay rate: £25k - £30k per annum pro rata
 - 25 days annual leave (increasing to 28 with time in service) + bank holidays
 - 8% employer pension contribution without matching requirements
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- Flexible working
- Generous share options scheme
- Free lunch and soft drinks
- Enhanced maternal / paternal leave
- Enhanced sick leave

Additional information

- Start Date: Immediate
- Monday – Friday: Part Time (20 – 25 hours per week)
- Location: Oxford
- Duration: Permanent

How to apply

Please send your application and CV to careers@firstlightfusion.com quoting the job title in the subject. If you don't hear back from us within four weeks, it means that unfortunately your application was unsuccessful at this time.

Informal enquiries may also be addressed to careers@firstlightfusion.com.

The interview process

We typically carry out two separate interviews, each one about sixty to ninety minutes long. The first one aims to understand how your skills match what is required for the job and the discussion will be focused on your areas of expertise. If successful, you will be invited to the second interview, which is more focused on your personal skills, and how your objectives align with the company mission and values. We try to understand the value you will add to First Light, and how you can thrive and be happy with us. There will be opportunity to ask us as many questions as you like.

If you are invited to the second interview, it's probably time to warm up two of your referees, as we may ask you to put us in touch with them. If you are the successful candidate, we will send you an offer letter and, once agreed, a contract.

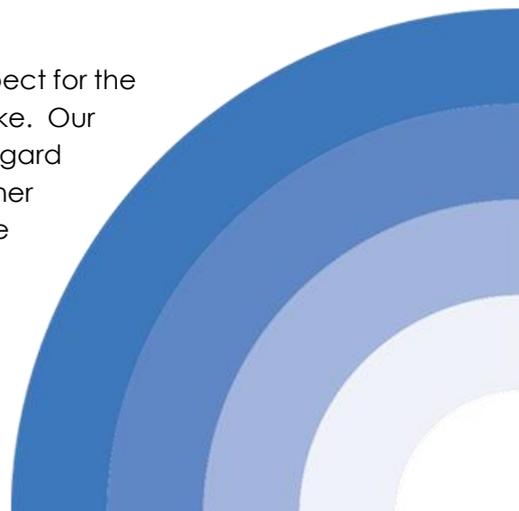
If you are invited to an interview, we will certainly get back to you to let you know the outcome.

To help with logistics issues, we can arrange so that the two interviews are organised on the same day. We will also reimburse reasonable expenses you incur to come to talk to us.

We don't have a dress code at First Light and regardless of seniority there is a good mix of t-shirts, trainers, shirts and blazers. For your interview, please dress in whatever makes you feel most confident and comfortable.

Our commitment to equality, diversity and inclusion

We are a small company with a huge mission. The only important aspect for the team, and for each individual, is the contribution they can make. Our selection process and requirements for career progression disregard gender, gender identity, race, disability, colour, religion, and all other aspects of diversity that make us all humans. Diverse teams have



been proven to be better and we strongly believe it. We're not perfect but we strive to be.

[Information for recruiters](#)

We work with a trusted network of recruiters, therefore CVs sent by other recruitment agencies will not be considered. In the event that the company receives a CV from both the direct applicant and a recruitment agency, the CV will be treated as a direct application by the individual only. Unsolicited contact from recruitment agencies will be disregarded.

First Light Fusion

We are a lean, focused and agile company researching energy generation by inertial confinement fusion. We spun out from the University of Oxford in June 2011 and are based near Oxford. First Light continues to work closely with the academic community, both in the UK and internationally. The company is well-funded by both institutional investors and private individuals.

Inertial confinement fusion for energy generation is a well-established research field and is being pursued in many laboratories worldwide, perhaps most notably in the US at the National Ignition Facility. We are exploring a number of alternative research directions that harness the same fundamental physics, with the prime focus being power generation. Our work to-date has included theoretical analysis, detailed numerical simulation, and experimental validation. We have an increasingly clear vision of the pathway to a power plant.

We really believe fusion will be solved in the 2020s. If it's solved by us, fantastic, if it's solved by someone else, still great.

