



Job Description - Accounts Manager

Salary: £35,000 to £40,000 (FTE)

Location: Wallingford

Term: Permanent, part-time 24-26 hours per week

Role Overview

Are you highly organised with a keen eye for detail? Are you self-motivated and adaptable? An opportunity has arisen to join Wallingford HydroSolutions Ltd as a part-time Accounts Manager, to be based in our Wallingford office. We are looking for a diligent individual to join the team to support our busy environmental consultancy and software company. The working pattern for this part-time role is to be agreed, with the contracted hours in the order of 24-26 hours per week, incorporating working days on Monday, Thursday and Friday.

Reporting directly to the Finance Director, your primary responsibilities will include:

Monthly accounting:

- Prepare, issue and manage all project invoicing.
- Manage invoicing schedules working with project managers and our project management and CRM systems.
- Process and reconcile ecommerce sales uploads to Sage.
- Credit control and associated financial risk mitigation.
- Process supplier invoices accurately and in a timely manner.
- Review and process employee expense claims.
- Complete bank reconciliations and ensure the accuracy of all banking records.
- Process and reconcile company credit card transactions.
- Perform regular bank checks and oversee cash-flow management, including forecasting and monitoring.

Payroll:

- Manage payroll tasks, including liaise with payroll provider and ensure compliance with HMRC requirements.
- Manage workplace pension processes, including compliance with auto-enrolment regulations and the Pensions Regulator.

Quarterly and annual management accounts and legal requirements:

- Production of quarterly and annual management accounts.
- Liaise with external accountants and HMRC as required.
- Manage VAT returns and other statutory submissions.
- Identify and implement improvements to the company's finance systems.
- Assist Finance Director in breakdown of profitability across business areas.

Wallingford HydroSolutions Limited

Registered in England and Wales, No: 05025973

Registered office: Stables 4, Howbery Business Park, Wallingford, OX10 8BA

VAT Registration No: 851427138



About you

Essential Skills & Experience:

- Minimum of 5 years' experience in an accounts or finance role.
- Experience within a comparable SME environment, demonstrating an understanding of business operations would be highly beneficial.
- AAT Level 3 qualification (or equivalent) as a minimum.
- Experience in credit control, with a proven ability to manage debtors effectively.
- Advanced working knowledge of Sage 50 Professional accounts package and strong proficiency in Excel.
- Good understanding of the Chart of Accounts and how it supports accurate reporting.
- Experience with payroll and pension administration is highly advantageous.
- Availability during key financial periods: July and August (critical months in our financial year), as well as our quarter-end months — January, April, and October.

Personal Attributes:

- Exceptional attention to detail and accuracy.
- Highly organised, able to multitask.
- Strong analytical and problem-solving skills.
- Proactive, adaptable and comfortable working in a hands-on SME environment.
- Trustworthy, discreet and professional when handling sensitive information.
- Clear and confident communicator, able to work well with colleagues across the business.
- Collaborative team player with the ability to work independently.

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About WHS

As an employee-owned business we provide a personable and dynamic work environment that rewards achievement.

Our Wallingford office is a Grade II listed building located in a leafy, tranquil business park on the banks of the Thames. Features include an on-site restaurant, sports facilities (tennis, canoeing) and excellent transport links.

Benefit & Culture	Details
Financial & Ownership	As an employee-owned trust , we provide tax-free bonuses and operate a separate performance-related bonus scheme. We have structured pay scales and clear criteria for promotion. We operate a share options scheme for staff at Principal Consultant grade and above (with 3+ years' service).
Pension	Company pension scheme with employer matched contributions of 5% of salary (rising incrementally after 5 years' service).
Leave	Generous holiday allowance of 8.1 weeks (40.5 days for someone working 5 days per week). Staff may also trade in up to 2 weeks of holiday allowance for increased salary or purchase up to 2 weeks of additional holiday allowance.
Health & Wellbeing	Medicash health plan (cashback on everyday healthcare treatment, virtual GP, counselling, discounted gym membership). Part of the Cycle to Work scheme. Annual ' Environment Day ' for environmental/educational volunteering.
Professional Development	Formal appraisal system with personal development plans . Access to one working week every year for targeted training and professional development. Financial support for professional membership and subsequent membership fees for one professional body.
Working Environment	Flexible working hours system. Good IT infrastructure with a reserved computing budget for each staff member. Annual staff events , in the last few years we have thrown axes, shot arrows and used team work to solve puzzles in escape rooms. Social secretary in each office with an annual social budget.

How to Apply

Please email your CV and covering letter directly to jobs@hydrosolutions.co.uk. The closing date for applications is **Monday 6th April 2026**. For more information about Wallingford HydroSolutions please see our website (www.hydrosolutions.co.uk).

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