



# Job Description

極度乾燥(しなさい)  
**Superdry®**Careers

## Accounts Assistant x2 – Cheltenham

Superdry is a genuine British success story that has grown to an annual turnover of £872m, with our brand already worth £1.6bn in total global consumer sales. We are a multichannel operator with well-developed and highly successful retail, ecommerce, wholesale and franchise businesses and customers in virtually every country in the world. We are well on our way to achieving our goal of becoming a global digital brand.

### The Role

An exciting opportunity has arisen in our Accounts Payable team for a 2 Accounts Assistants. You will be integral to supporting the development of our consolidated and streamlined accounting function. This is a great opportunity to build your Accountancy career with a growing, high profile fashion brand.

### You will

- Ensure suppliers are paid on a timely basis
- Monitor supplier accounts and ensure they are reconciled frequently
- Deal with payment queries on accounts
- Provide the finance team with information about suppliers and payments as required
- Collate and input invoices / credits as necessary
- Assist with various accounts related duties including closing month end
- Complete administrative duties within the team
- Support other members of the team with workloads as required
- Assist with any project related activities that contribute to process and /or system change
- Work in accordance with contracted obligations and internal authorisation procedures

### You are

- Experienced with Microsoft office, specifically in Excel
- Interested and passionate about a finance career
- Experience in prioritising a high workload
- An excellent communicator both verbal and written
- Highly organised with high levels of attention to detail and accuracy
- Prepared to work under own initiative
- Happy to work towards or have completed your AAT qualification (desirable)
- Knowledgeable with CODA or other accounts systems (desirable)

### Working for Superdry has never been so rewarding...

- Everyone receives a generous salary, pension contributions, life assurance and 25 days holiday
- Unrivalled range of Learning & Development programmes
- Eligibility to join our Share Save initiatives
- Amazing staff discount, 50% online and in store, plus an on-site staff shop and subsidised cafe
- A range of team and company-wide social events
- Discounted gym membership, cycle to work scheme, wellbeing services and much, much more