

## **Accounts & Logistics Assistant Birchwood, Warrington**

<b>Reference:</b>	<b>ADM26/01</b>
<b>Job title:</b>	Accounts & Logistics Assistant
<b>Company:</b>	ESR Technology Ltd
<b>Location:</b>	Birchwood, Warrington
<b>Employment category:</b>	Full-time (37.5 hours per week).
<b>Salary &amp; benefits:</b>	Competitive salary with excellent benefits including 25 days annual leave (plus statutory holidays), additional leave purchase scheme, up to 8% matched pension contribution, health care, life assurance and more.

### **The Company**

ESR Technology is a leading science and engineering services company working across a broad range of industries including: energy, utilities, rail, aviation and space industries. We employ over 85 employees across three UK offices, in Aberdeen, Birchwood Park in Warrington and Milton Park in Oxfordshire.

ESR Technology can trace its heritage back over 50 years to the UK Atomic Energy Authority and we have an outstanding reputation for excellence in both technical delivery and innovation through the provision of independent engineering and risk management consultancy services.

### **The Role**

We're looking for a motivated and enthusiastic Accounts & Logistics Assistant to play a key role in the smooth running of both our financial and international logistics operations. This is a varied, hands-on position within a consultancy environment, combining accurate project accounting with end-to-end support for supplier and client transactions.

You'll also be central to managing compliant import and export activity, working with HMRC customs requirements, Inward Processing Relief (IPR) authorisations, and CDS reporting. With exposure to international trade, finance, and regulatory compliance, this role offers an excellent opportunity to build expertise across multiple business-critical functions while supporting high-value consultancy projects.

Responsibilities of this role may include, but are not limited to:

- Maintain employee timesheets and project time-tracking systems
- Allocate labour, expenses, and other costs to the correct client projects
- Support project managers with accurate revenue tracking and project profitability reporting
- Prepare, raise, and issue client invoices in line with contract terms
- Manage accounts receivable, monitor overdue balances, and follow up on late payments
- Process accounts payable, including supplier invoice validation, coding, and payment preparation
- Maintain accurate financial records to support month-end close and management reporting
- Assist with VAT-related record keeping, including international VAT considerations
- Support internal and external audits by providing clear financial evidence and documentation
- Coordinate inbound and outbound shipments with approved carriers (e.g. DHL, FedEx).
- Respond to carrier clearance requests
- Determine whether imports qualify as permanent imports or temporary imports under Inward Processing
- Ensure imported goods declared under IPR are correctly identified, tracked, processed, and re-exported.
- Maintain accurate records of imports, processing activity, and exports in line with HMRC IPR conditions.
- Support compliance with time limits and reporting requirements associated with inward processing authorisations.
- Save and manage monthly HMRC CDS import and export reports in controlled directories.
- Prepare working copies of CDS reports for reconciliation purposes
- Identify eligible imports for quarterly Bills of Discharge once export evidence is confirmed.
- Populate HMRC Bill of Discharge templates accurately
- Maintain complete, accurate, and auditable financial and trade records

**Requirements:**

- Strong experience in finance administration, accounts payable/receivable, and invoicing.
- AAT Level 3 or Level 4 (or equivalent finance/business qualification), or demonstrable experience in a finance or accounts administration role
- High level of accuracy and attention to detail.
- Confidence working with spreadsheets and structured financial data (Excel).
- Ability to follow financial controls and defined processes precisely.
- Strong organisational skills with the ability to manage multiple deadlines.
- Clear written and verbal communication skills.

**Desirable:**

- Experience supporting project accounting or time-based billing
- Awareness of VAT principles, including international VAT
- Exposure to import/export administration or logistics coordination
- Familiarity with customs documentation, CDS reports, or HMRC processes
- Prior exposure to Government Gateway submissions
- Experience of SAGE 200

**Knowledge & Experience:**

- Accounts payable and receivable processes
- Project-based accounting and cost allocation
- Financial record keeping and audit readiness
- Basic understanding of international trade documentation and its financial impact

**Right to Work**

Prospective candidates for this role should be aware that any offer of employment in connection with this vacancy is conditional upon, and subject to the candidate obtaining, and at all times continuing to have, the right to live and work in the United Kingdom.

**How to apply**

Write with your full CV highlighting what you can contribute to this diverse and interesting role to [careers@esrtechnology.com](mailto:careers@esrtechnology.com).